

SCHOOL POLICY REGARDING COMPLAINTS (SECTION 807.301)

Dear Students:

Anamarc College has a certificate of approval from Texas Workforce Commission (TWC), Career Schools and Colleges to operate a career school or college in the state of Texas.

The TWC assigned school number is: S3158

APPROVALS

Anamarc's programs are approved by TWC, Career Schools and Colleges.

Anamarc College has a Certificate of Authorization to grant Associates Degrees by the Texas Higher Education Coordinating Board and is authorized to conduct courses, grant degrees, grant credit toward degrees, and to use certain protected academic terms in the State of Texas.

Anamarc College's Nursing Assistant program is approved by the Texas Department of Aging and Disability Services as a Nurse Aide Training and Competency Evaluation Program.

GRIEVANCE PROCESS

Students must address their concerns about the school or any of its educational programs by following the grievance process outlined in the school's catalog.

Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management. The Grievance/Complaint Procedure is below:

TWC, Career Schools and Colleges and ACICS

Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, Career Schools and Colleges, 101 East 15th Street, Austin, Texas 78778-0001, (512) 936-3100 and to Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241, (202) 336-6780.

ADDITIONAL INFORMATION

Information on filing a complaint with TWC, Career Schools and Colleges can be found on TWC's Career Schools and Colleges Website at <http://csc.twc.state.tx.us/>.