NOTICE OF STUDENT COMPLAINT POLICY

Everest College has a Certificate of Approval from the Texas Workforce Commission (TWC), and the school's programs are approved by TWC. Everest College has also received Certificate of Authorization to grant degrees from the Texas Higher Education Coordinating Board (THECB), and is accredited by the Accrediting Council for Independent Colleges and Schools to award academic associates degrees and diplomas. The TWC---assigned school number is: **S2338**.

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

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, THECB, as well as with other relevant agencies or accreditors, if applicable.

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

To file a complaint with the THECB, all complaints must be submitted to THECB via email or mail on the student complaint form, which is available on the below---referenced website. All submitted complaints must include a student complaint and the appropriate releases. The THECB has the ability to refer certain complaints to other agencies or entities as they see appropriate or investigate the student complaint internally. If an informal resolution cannot be reached, the Commissioner will make a final and written determination.

Texas Higher Education Coordinating Board
Office of General Counsel
P.O. Box 12788
Austin, TX 78711---2788

The web address for the THECB's Student Complaints page is:
http://www.thecb.state.tx.us/index.cfm?objectid=ED3CA2B5---90C4---6583---17702F8E0728D545

A complete copy of the THECB's rules regarding the student complaint process is available at:

http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y