



Birring NDE Center, Inc.

515 Tristar Drive, Webster, TX 77598

Tel: (832) 533-8366

Fax: (281) 488-8485

September 30, 2019

NOTICE  
STUDENT COMPLAINT AND GRIEVANCE POLICY

Dear Students:

Birring NDE Center, Inc. has Certificate of Approval from the Texas Workforce Commission (TWC)

The TWC assigned school number is: S4846

The school's programs are approved by the TWC

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

As the first step, a student who has concern about a school related issue is encouraged to schedule a conference with the instructor to find a resolution. If any issue is not resolved to a student's satisfaction with the instructor, the student may schedule a conference with the school director or director of education who will investigate the complaint, take appropriate action, and provide a prompt response to the student. If the issue is still not resolved, the student may file a formal written complaint with the director who will provide a written response by the 10<sup>th</sup> business day after the day the formal written complaint is received.

Students dissatisfied with 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.

Information on filing the complaint with TWC can be found on TWC's website at [www.texasworkforce.org/careerschoolstudents](http://www.texasworkforce.org/careerschoolstudents)

Anmol Birring  
President