

Disability Services:

- The Academy will make reasonable accommodation, which by definition means a covered entity must make reasonable modifications in their policies, practices, and procedures to avoid discrimination on the basis of disability, unless it would result in a fundamental alteration of the program, or falls outside the Bureau of Proprietary School Supervision guidelines.
- Qualified individuals with disabilities must be able to perform the job duties associated with the job they will be hired for. The USA Department of Labor also indicates that "Small Providers" do not have to make "*significant* structural alterations to their existing facilities" to accommodate the individual with the disability.
- The Academy will work with the applicant to determine whether reasonable accommodations can be effective and / or are available. Any qualified individual with a disability requesting an accommodation should follow this procedure:
 - Complete a questionnaire outlining the circumstance / condition you believe needs consideration for reasonable accommodations.
 - Professional documentation to substantiate the request.
 - The Academy Owner and Director will meet to determine a decision concerning the request.
 - The Academy Owner or Director will respond with a decision within two weeks of the date the individual submitted this Request Form.
- If the request is for a Service Dog, the dog must be housebroken, controlled on a leash and if the Service dog barks at students, staff, or student salon training area guests, the dog will not be allowed to stay or return to The Academy premises.
- The Academy is wheelchair accessible.

Request for Reasonable Accommodations:

- The Academy Compliance Director has been designated to handle inquiries regarding non-discrimination policies and services for disabilities, including intellectual disabilities.
- Individuals with disabilities are afforded an equal opportunity to participate in The Academy's programs and activities, along with equal employment opportunities in the industry, but note that The Academy and future potential employers may only be required to make reasonable modifications or accommodations for such individuals, as required by law.