



DISABILITY ACCOMMODATION POLICY

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, Colleen O'Hara's Beauty Academy abides by the regulation that "no otherwise handicapped individual" shall be excluded from participation in programs and services offered by the Academy "solely by reason of the handicap." Colleen O'Hara's Beauty Academy is committed to providing reasonable accommodations.

Colleen O'Hara's Beauty Academy does not discriminate against individuals with a disability. Qualified Individuals with a disability may request a reasonable accommodation to allow full participation in academic or student activities, including applications for admission and financial aid. Qualified individuals with a disability who need a reasonable accommodation should use the Academy's Disability Accommodation Request Form to submit the request. The form must be submitted to the Academy's Disability Compliance Coordinator. Academy faculty or staff who become aware that a student is disabled and wants a reasonable accommodation must direct the student to speak with the Academy's Disability Compliance Coordinator.

The Academy's Disability Compliance Coordinator will be the single point of contact for students requesting reasonable accommodations. The Disability Compliance Coordinator is listed below with his contact information. This information may be updated via an addendum to this Catalog or via campus-wide communication.

James K. Buffington

Tel: (714) 437-9697

Email: jbuffington@cnicollege.edu

When a student is referred to the Disability Compliance Coordinator, the Coordinator will schedule a time to speak with the student to explain this policy. If the student asks for a reasonable accommodation, he or she will be directed to complete the Disability Accommodation Request Form. Once the Disability Compliance Coordinator receives the completed form, it will be reviewed. The student may be required to provide additional information, including information from a licensed medical provider substantiating the disability and the requested accommodation. The Disability Compliance Coordinator will coordinate the interactive process with the student to determine what reasonable accommodation is necessary to allow the student to fully participate.

If a student disagrees with or is not satisfied with the proposed reasonable accommodation, the student may appeal the decision using the Academy's Grievance Policy.