

## Student Request for Reasonable Accommodation Policy

### Purpose

Phagans' Cosmetology Colleges are committed to providing equal access to educational programs and activities in compliance with **Section 504 of the Rehabilitation Act of 1973** and the **Americans with Disabilities Act (ADA)**, as amended. The institution does not discriminate on the basis of disability and provides reasonable accommodations to qualified students to ensure equal educational opportunity.

### Policy Statement

1. Students are responsible for identifying themselves to the Admissions Advisor as an individual with a disability who is requesting reasonable accommodation under Section 504 of the Rehabilitation Act and/or the Americans with Disabilities Act.
2. Students must submit requests for reasonable accommodation in writing by completing and submitting the **Reasonable Accommodation Request & Plan Form**, available upon request through the Phagans' App or the Edular website.
3. The Compliance Coordinator will acknowledge receipt of the request and respond in a timely manner consistent with applicable federal and state laws.
4. To be considered as a student with disabilities under the law, the individual is responsible to provide documentation that substantiates his/her claim. Unless both the disability and the need for accommodation are obvious, the individual may be asked to provide relevant written documentation of a disability for which accommodations are needed. Documentation should be from an appropriate professional and clearly specify the existence of a disability as defined in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If requested, the documentation should explain the need for reasonable accommodation. Documentation requests will be limited to information necessary to establish eligibility and determine appropriate reasonable accommodations.
5. **If requested**, documentation provided by the student may vary depending on the nature of the disability and the accommodation requested and may include, but is not limited to, the following: *(note, please do not submit documents unless requested)*
  - a. A diagnostic statement identifying the disability, date of the current diagnostic evaluation and the date of the original diagnosis
  - b. A description of the diagnostic criteria and/or diagnostic test used.
  - c. A description of the current functional impact of the disability
  - d. Treatment, medications, assistive devices/services currently prescribed or in use.
  - e. The relevant credentials of the diagnosing professional(s) such as medical specialty and professional licensure.
6. Any costs associated with the institution's request for documentation described in Item 5 above are the responsibility of the prospective or enrolled student.
7. Because the review and implementation of reasonable accommodations may require additional time, students are encouraged to submit requests as early as possible.
8. Prospective and current students may request reasonable accommodation at any time during the admissions, orientation, or enrollment process.
9. The Compliance Coordinator will review the submitted information to determine eligibility and whether the requested accommodation is reasonable and does not fundamentally alter the educational program or impose undue hardship, consistent with ADA and Section 504 requirements.
10. A School Official will review the accommodation determination with the student. Approved accommodation plans must be documented and signed by the student and a School Official. For purposes of this policy, "School Official" refers to the Compliance Coordinator, Campus Director, Admissions Advisor, or their designee.
11. Requests to modify an existing accommodation plan require submission of a new written request.
12. Students who do not adhere to an approved accommodation plan may be required to meet with a School Official to determine whether the accommodation remains necessary. The Compliance Coordinator will be notified of any determination.
13. Each reasonable accommodation request must be initiated by the student in accordance with this policy.