

# Academy of Hair Design

**POLICY SECTION** Compliance/Education/Admissions  
**POLICY TITLE** Disability Accommodations & Grievance Policy  
**EFFECTIVE DATE** 09/2023  
**NEW/REVISED** New

## BACKGROUND

The Academy of Hair Design does not discriminate in admission or access to our courses on the basis of age, race, color, sex, disability, religion, sexual orientation, gender identity, gender expression, national or ethnic origin.

## POLICY

Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to Academy of Hair Design educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 929 u.s.c.§ 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designate who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

Terri Parker, Compliance Coordination [aohdtparker@sbcglobal.net](mailto:aohdtparker@sbcglobal.net)

Minnie Richey, Compliance Coordinator [Minnie@aohdl.com](mailto:Minnie@aohdl.com)

Academy of Hair Design

512 South Chestnut

Lufkin, Texas 75901

And

348 Springhill Street

Jasper, Texas 75951

## PROCEDURE

### Request for Accommodations

Individuals with disabilities wishing to request accommodation must contact the ADA compliance Coordinator. A disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for accommodation. However, if a student discloses a disability to such an individual, he or she is required to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a **Request for Accommodations form**, which is also available on the Academy of Hair Design website at: [www.lufkinhairdesign.com](http://www.lufkinhairdesign.com). To help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA Compliance Coordinator and/or submit a request for accommodations form at least two weeks prior to when the accommodation is needed.

Individuals requesting reasonable accommodation may be asked to provide medical documentation substantiating his/her physical and/or mental impairment(s) and/or the need for the requested accommodation does not clearly relate to the impairment(s). Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified professional in the area of the student's disability, as enumerated below:

Disability	Qualified Professional
Physical	MD, DO

Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D)*audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD psychologist, college learning disability specialist, other appropriate professional
Acquired brain disability	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist, PhD psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. The Academy of Hair Design may request additional documentation or testing as needed.

After the Compliance Coordinator receives the Request Form and the required documentation, he/she (or his/her trained designee) will engage the student or applicant in an interactive process to determine what accommodations may be appropriate.

If the student or applicant is denied any requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar State entity. The Academy of Hair Design will make appropriate arrangements to ensure that a person with a disability is provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements.

## **Grievance Policy Relating to Complaints of Disability Discrimination**

The Academy of Hair Design has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA. Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance with Terri Parker, Director of Compliance and ADA Compliance Coordinator at The Academy of Hair Design 512 South Chestnut Lufkin, Texas 75901 (936)634-8440, aohdtparker@sbcglobal.net or 349 Springhill Street Jasper, Texas 75951 (409) 384-8200. Grievances must be in writing, contain the name and address of the person filing it, state the problem or action alleged to be discriminatory, and the remedy or relief sought.

The Academy of Hair Design will investigate each complaint filed and will not retaliate against who files a grievance or cooperates in the investigation of a grievance. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the student will be advised and provided with an update as to the status of the investigation. The student may also inquire as to the status of the investigation at reasonable intervals. Based on the results of the investigation, Academy of Hair Design will take all appropriate actions to prevent any recurrence of discrimination and/or to correct any discriminatory effects.

The availability and use of this grievance procedure do not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Education's Office for Civil Rights and/or a similar state agency.

## **LOCATION MODIFICATIONS**

All Academy of Hair Design Schools (Lufkin and Jasper Campus)