

DISABILITY SERVICES

POLICIES & PROCEDURES FOR STUDENTS WITH DISABILITIES

NON-DISCRIMINATION POLICY

Kelley Education Inc.'s policy is to comply with Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act of 2008.

Kelley Education Inc. does not discriminate on the basis of disability against a qualified person, whether student or applicant, with a disability in regard to application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a student's participation in a program offered by Kelley Education Inc.

DEFINITION OF AN INDIVIDUAL WITH A DISABILITY

A person who has a physical or mental impairment which substantially limits one or more major life activities.

A physical impairment means a physiological disorder or condition. It could mean a cosmetic disfigurement or an anatomical loss. An anatomical loss could affect a (-a) body system(s).

A mental impairment means any mental or psychological disorder.

Life Activities means bodily functions.

EQUAL ACCESS STATEMENT

When a student informs a Kelley Education Inc. employee of a disability or needs accommodations or assistance due to disability, the employee will refer the student to the Director of Schools, Leigh Anne Kelley; Director of Schools; 1357 N. Milwaukee Ave. Chicago, IL 60622; 773.635.0141; leighanne@uofac.edu.

Kelley Education Inc. tries to prevent discrimination by providing reasonable accommodations to eligible individuals with disabilities. It is the responsibility of all Kelley Education Inc.'s employees & students to adhere to the practice of equal access to opportunities affiliated with the institution.

REQUEST FOR ACCOMMODATION(S)

Requests for accommodation(s) should be made in advance of the need so that there is ample time to review the documentation & discuss accommodation(s) before the student enrolls. Discussion includes:

- Future impact of disability on the student's enrolled experience in theory & practical applications
- Accommodations expected by the student including any previous accommodations received from an educational institution should be relative to the disability

DOCUMENTATION OF A DISABILITY

Students must provide current (less than 12 months) documentation of the disability from a professional appropriately licensed to diagnose the disability. Documentation includes medical records & reports.

Documentation of a disability is kept secure & confidential at all times. Access to this documentation by non-employees other than accreditation or Department of Education employees is by the student's written consent only.

The guidelines Kelley Education Inc. uses for documenting a disability & determining necessary, appropriate accommodations may vary among Cosmetology, Aesthetics, & Educator Programs. Accommodations may also vary depending upon factors; including, but not limited to how the education is delivered or the student's work is expected to be proven.

DETERMINATION OF ACCOMMODATIONS

Kelley Education Inc. will determine the accommodations to be provided prior to enrollment or within 2 weeks after the recorded receipt of a formal, written request. The determination will also be in writing.

Primary consideration is given to the request; however, alternate accommodations will be considered that will be equally effective.

Once approved by the student, a timeline will be established for implementation.

INSTITUTIONAL LIMITATIONS

Kelley Education Inc. may not be able to provide accommodations that will fundamentally its delivery of education or create an undue financial or administrative burden.

APPEALS

Any accommodation offer may be appealed. Any accommodation that has not been implemented may be appealed.

To appeal, the student must notify Robert Kelley, School Owner, 1357 N. Milwaukee Ave. Chicago, IL 60622 in writing. The owner will then request a meeting with the student to discuss the appeal. All parties will work toward a speedy resolution once all of the facts are reviewed & discussed.

EMPLOYEE TRAINING

Annually, Section 504 of the Rehabilitation Act & the Americans with Disabilities Act, as each applies to educational services, is reviewed with each employee. This review ensures that all employees are aware. A written record is kept on file of this review.

ADA/504 GRIEVANCE PROCEDURE

FILING A COMPLAINT

Kelley Education Inc. has an internal grievance procedure providing for prompt and equitable resolution of complaints regarding any action prohibited by the ADA or Section 504. Grievances must be filed within 90 days of the issue.

Any complaints should be mailed to:

Mailed to:

Robert Kelley, President
Kelley Education Inc.
1357 N. Milwaukee Ave.
Chicago, IL 60622

INVESTIGATION OF A COMPLAINT

The investigation will include all documentation provided in the complaint; interviews with employees; & observations. The protocol will follow the Institution's published complaint procedure within the School Catalog.

ADDITIONAL CONCERNS

Students or The School staff who have questions or concerns about disability issues may contact the Office for Civil Rights (OCR), U.S. Department of Education. OCR enforces Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to post-secondary educational institutions.

The OCR National Headquarters

U.S. Department of Education, Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: (800) 421-3481
FAX: (202) 453-6012; TDD: (877) 521-2172

Email: OCR@ed.gov

OCR has regional offices located throughout the country. To find the office for our state, you can check the OCR website at: <http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm>, or call the telephone number above.