

**ITS ACADEMY / ALADDIN BEAUTY COLLEGE**  
**POLICY ON EFFECTIVE COMMUNICATION WITH INDIVIDUALS WITH**  
**HEARING, VISION, AND SPEECH IMPAIRMENTS**

**I. Introduction.**

In accordance with the requirements of Title III of the Americans with Disabilities Act (“ADA”) and its implementing regulations (34 C.F.R. Part 36) § 504 of the Rehabilitation Act and its implementing regulations (34 C.F.R. Part 104) and A.R.S. § 41-1492 et seq., ITS Academy of Beauty / Aladdin Beauty College does not discriminate against qualified persons with disabilities on the basis of disability in its programs, services, or activities.

ITS Academy of Beauty / Aladdin Beauty College is committed to ensuring that qualified persons with disabilities have communication access as effective as that provided to persons without disabilities. To be equally effective, an aid, benefit, or service need not produce the identical result or level of achievement for disabled and non-disabled persons, but it must afford the person to whom it is provided equal opportunity to achieve equal results, gain equal benefit, and reach the same level of achievement.

**II. Definitions.**

For purposes of this policy, the following terms shall have the following meanings:

1. An “individual with a disability” or a “disabled person” is any person who: (1) has a physical, sensory or mental impairment that substantially limits one or more major life activities (*e.g.*, caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, reading, learning, and/or working in a class of jobs); (2) has a record of such an impairment (has a history of or has been classified as having a mental, sensory or physical impairment that substantially limits one or more major life activities); and/or (3) is regarded as having such an impairment (is perceived by others in ITS Academy of Beauty / Aladdin Beauty College as being substantially limited in performing at least one major life activity).

2. A “qualified individual with a disability” means a person with a disability who, with or without academic modifications, the removal of architectural, communication or transportation barriers, and/or the provision of auxiliary aids and services, meets the essential academic and technical standards requisite to admission or participation in the institution’s education programs or activities provided by International Academy.

3. “Programs and activities” include but are not limited to: admissions, academic and degree plans (including coursework), counseling, advisement, financial aid, recreational activities, transportation, student organizations, placement, field trips, and/or any other programs offered by International Academy.

4. A “qualified interpreter” means an interpreter who is able to interpret effectively, accurately, and impartially both receptively and expressively, using any necessary specialized vocabulary and possesses any required state certification. In Arizona, for a sign language interpreter to be qualified, she or he must also possess certification from the Arizona

Commission on the Deaf and Hard of Hearing pursuant to AR.S. § 36-1971 & AAC. R9-26-501.

5. “Auxiliary aids and services” shall include, but not be limited to:
  - a. Qualified interpreters, note takers, computer-aided transcription services, written materials, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDD’s), videotext displays, or other effective methods of making aurally delivered materials available to students with hearing impairments;
  - b. Qualified readers, taped texts, audio recordings, Brailled materials, large-print materials, or other effective methods of making visually-delivered materials available to individuals with visual impairments;
  - c. Acquisition or modification of equipment or devices; and/or
  - d. Other similar services and actions.

### **III. Policy on Auxiliary Aids and Services.**

ITS Academy of Beauty / Aladdin Beauty College will furnish appropriate auxiliary aids and/or services where necessary to ensure effective communication with individuals with disabilities. More specifically, in accordance with 28 C.F.R. § 36.303, 34 C.F.R. § 104.44 and A.R.S. § 41-1492 et seq., ITS Academy of Beauty / Aladdin Beauty College will take such steps as may be necessary to ensure that no individual with a disability is excluded, denied services, segregated, or otherwise treated disparately from other individuals because of the absence of auxiliary aids and services unless ITS Academy of Beauty / Aladdin Beauty College can demonstrate that taking such steps would fundamentally alter the nature of the program and services being offered or would result in undue burden (*e.g.*, significant difficulty or expense). Notwithstanding any such undue burden, ITS Academy of Beauty / Aladdin Beauty College will provide an alternative auxiliary aid and/or service that would not result in an undue burden or fundamental alteration, but that would ensure effective communication to the extent possible, if one is available.

ITS Academy of Beauty / Aladdin Beauty College will not place a surcharge on an individual to cover the costs of providing the auxiliary aids and/or services. ITS Academy of Beauty / Aladdin Beauty College is not required to provide personal aids and/or services such as personal attendants, individually-prescribed devices such as prescription eyeglasses or hearing aids, readers for personal use or study, or other devices or services of a personal nature such as assistance in eating, toileting, and dressing that are not provided to other students and are not purposed for facilitating effective and meaningful access to the institution’s educational programs or activities.

In accordance with 28 C.F.R. § 36.302, 34 C.F.R. § 104.44 and A.R.S. 41-1492 et seq., ITS Academy of Beauty / Aladdin Beauty College will also make reasonable modifications to its policies and practices to ensure that such requirements do not discriminate or have the effect of discriminating against a qualified individual with a disability on the basis of such disability, unless to do so would fundamentally alter the nature of its program. Academic requirements that ITS Academy of Beauty / Aladdin Beauty College can demonstrate are essential to the instruction being pursued by such student or to any directly related licensing requirement will not be regarded as discriminatory. Such modifications to academic requirements may include changes to the length of time permitted for the completion of degree requirements, substitution of specific courses required for degree requirements, and/or adaptation of the manner in which specific courses are conducted.

#### **IV. Request Process for Auxiliary Aids or Services.**

An *applicant* who believes that she or he might need auxiliary aids and/or services and/or reasonable modifications should make a request to the **Schools Registrar** as far in advance as reasonably possible before the scheduled program or activity. Written requests are preferred.

An *enrolled student* who believes that she or he might need auxiliary aids and/or services and/or reasonable modifications should make a request to the **Director** as far in advance as reasonably possible before the scheduled program or activity. Written requests are preferred.

While prospective students and students may request an accommodation, or the need for one, at any time, ITS Academy of Beauty / Aladdin Beauty College cannot guarantee that an accommodation will always be immediately available. ITS Academy of Beauty / Aladdin Beauty College will make every effort, however, to provide prospective students and students with an appropriate accommodation as quickly as practicable under the circumstances.

Prospective students who require accommodations must contact **Schools Registrar** in a timely manner. Contact should be made as soon as a prospective student knows she or he will need an accommodation to have access to admission services, prior to the start of classes, or as soon as the disability becomes known for students.

Students who require accommodations must contact **Director** in a timely manner. Contact should be made as soon as a prospective student knows she or he will need an accommodation to have access to admission services, prior to the start of classes, or as soon as the disability becomes known for students.

All qualified prospective students who are individuals with disabilities who, with or without reasonable accommodations (*i.e.*, academic adjustments, modifications to policies, practices, and procedures, the removal of architectural, communication or transportation barriers, and/or the provision of auxiliary aids and services), can meet the essential enrollment requirements as stated in the student catalog, are allowed to complete an enrollment agreement.

## **V. Procedure for Determining Eligibility.**

Students and prospective students requesting auxiliary aids and/or services, academic modification, and/or other reasonable modification in accordance with the above-referenced request process must provide documentation, upon request, to ITS Academy of Beauty / Aladdin Beauty College regarding the disability and limitations on participation in courses, programs, services, jobs, activities, and/or use of facilities.

The documentation should identify how a student's ability to function is limited as a result of her or his disability. The primary purpose of the documentation is to establish that the student or prospective student has a disability and needs an academic modification and/or auxiliary aids and/or services to have an equal opportunity to participate in International Academy's program, services, and/or activities.

ITS Academy of Beauty / Aladdin Beauty College may also request documentation to determine if a device or practice used by a student reduces or eliminates the effects of the student's impairment. ITS Academy of Beauty / Aladdin Beauty College may require the applicant or student submit documentation prepared by an appropriate professional, such as a medical doctor, psychologist, audiologist, and/or other qualified diagnostician.

The required documentation may include one or more of the following: (i) a diagnosis of the current disability; (ii) the date of the diagnosis; (iii) how the diagnosis was reached; (iv) the credentials of the professional; (v) how the disability affects a major life activity; and/or (vi) how the disability affects the ability to participate in International Academy's program, service and/or activity for which the accommodation is requested. The student or prospective student is responsible for providing the documentation at his or her own expense.

If the initial documentation is incomplete or inadequate to determine the extent of the disability and need for auxiliary aids or services or academic modifications, ITS Academy of Beauty / Aladdin Beauty College may require additional documentation.

ITS Academy of Beauty / Aladdin Beauty College will notify the student whether the accommodation request has been approved or denied and explain the basis for any denial.

Once a prospective student or student has been deemed to be a qualified individual with a disability, International Academy's designee will assess reasonable accommodations, academic adjustments, and/or auxiliary aid or services, as applicable.

Appropriate auxiliary aids and/or services and/or reasonable modifications are determined on a case-by-case basis. After consulting with the student or prospective student, ITS Academy of Beauty / Aladdin Beauty College has flexibility in choosing the specific auxiliary aid or service it provides to the student or prospective student, as long as the aid or service selected is effective. More specifically, based on discussion with the applicant or student, ITS Academy of Beauty / Aladdin Beauty College will determine the type of auxiliary aids and/or services and the date, time, and place where such services will be provided. International Academy, at its own expense, will secure the particular aids and/or services necessary to ensure effective communication. Such aids will remain the property of ITS Academy of Beauty / Aladdin Beauty College.

A student or prospective student who is dissatisfied with the decision of ITS Academy of Beauty / Aladdin Beauty College about the denial of an auxiliary aid or service, academic modification or other reasonable modification to the rules or policies of the school because of disability may file a complaint with the **Vice President of Operations**.

#### **VI. Confidentiality**

All information obtained in the process of determining whether a student is an individual with a disability and in determining effective accommodations for an individual will be considered confidential, except as permitted or required by law. The information, however, may be made available to: (i) instructors, supervisors, and staff on a need-to-know basis; (ii) first aid and safety personnel if the disability might require emergency treatment; and (iii) government officials investigating compliance.

#### **VIII. Method of Administration**

In order to ensure effective and efficient implementation of this policy, and in addition to the foregoing, ITS Academy of Beauty / Aladdin Beauty College will: (i) maintain a list of qualified readers and interpreters that are available to provide services, when necessary and (ii) include information regarding this policy on our website.