



## **PINEVILLE BEAUTY SCHOOL NON-DISCRIMINATION POLICY**

### **NON-DISCRIMINATION STATEMENT**

Pineville Beauty School does not discriminate on the basis of race, creed, sex, sexual orientation, gender identity, religion, color, ethnic origin, physical or mental disability, financial status, country or area of origin of residence, or age in its admission, employment, treatment, or access to programs and activities. The School Administrator, Michelle Hays, is the individual designated to handle inquiries regarding non-discrimination policies and complaints of discrimination. The School Administrator maintains an office on campus. She may be contacted by visiting the campus at 1008 Main Street, Pineville, LA 71360 or via telephone at (318) 445-1040.

For further information on notice of non-discrimination, please visit our website at <http://www.pinevillebeauty.com/> or call (318) 445-1040 for the address and phone number of the office that serves your area.

### **STUDENTS WITH DISABILITIES**

Pineville Beauty School is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability including those diagnosed with intellectual disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the programs offered by Pineville Beauty School.

Students requesting auxiliary aid and services must submit an Application for Auxiliary Aid, including supporting documentation, to the School Administrator. An application for Auxiliary Aid may be requested from the School Administrator. Applications must be submitted at least two weeks before classes commence, or as soon as possible. Supporting documentation must be in the form of a documented physical, medical, or psychological condition which has been verified by a medical professional. Delays in submission of all required documentation shall delay a decision regarding the request for accommodation.

Decisions are made to grant or deny requests for accommodations within ten (10) school days of receipt of all requested documentation. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy should be directed to the School's Administrator.



## **PINEVILLE BEAUTY SCHOOL**

### **Application for Auxiliary Aid/Accommodations**

Pineville Beauty School is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the programs offered by the school. To ensure individual appropriate assistance is provided, a written request, accompanied by supporting documentation, must be submitted to the School Administrator to receive consideration for an accommodation during the educational program. Decisions are made to grant or deny requests for accommodations within ten (10) school days of receipt of all requested documentation.

If you wish to make a request for accommodations, please complete the Application for Auxiliary Aid/Accommodations in its entirety and provide supporting documentation. The supporting documentation must be in the form of a documented physical, medical, or psychological condition which has been verified by a medical professional. The verifying medical professional must also identify one (1) or more appropriate accommodations based on the qualifying disability. Delays in submission of all required documentation shall delay a decision regarding the request for accommodation.

Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy should be directed to the School's Administrator.