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2020

**ACCESSIBILITY FOR HANDICAPPED CLIENTS OR STUDENTS WITH
DISABILITIES**

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REASONABLE ACCOMMODATIONS

Mission Statement: To inspire its students by creating and maintaining a student-centered occupational environment which culminates in gainful employment



ACCESSIBILITY FOR HANDICAPPED CLIENTS OR STUDENTS WITH DISABILITIES

Midwest Barber College is committed to providing an accessible and supportive environment for students with disabilities, consistent with its obligations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Accordingly, MBC does not discriminate on the basis of disability against otherwise-qualified individuals in any program, service, or activity offered by MBC, and strives to ensure that no otherwise-qualified individual with a disability is excluded, denied services, segregated, or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services. However, accommodations cannot result in an undue burden to MBC or fundamentally alter the requirements essential to a program of instruction.

Midwest Barber College does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability (physical & intellectual), sexual orientation or national origin. Midwest Barber College Administrator is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the American with Disabilities Act of 1990.

Applicant, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program.

Midwest Barber College far exceeds the minimum space required as set forth by the governing rules of the State Board. The facility consists of a reception area, clinic floor, offices, classrooms, restrooms and break area. The clinic area consists of working stations where the students work on customers under the direct supervision of an instructor. The theory classroom consists of visual aids such as charts, videos library, television, computers and dry erase board. All facilities and programs have been designed for the accommodation of all our employees, students and patrons.

Midwest Barber College has restroom and classroom facilities to accommodate handicapped persons. Entrance into the facility is also handicapped assessable. We do realize, however, that all needs may not be met for those that are disabled. If there is an unmet need that we can remedy, please contact the administrator during regular business hours to discuss measures to make our school a more comfortable environment for all people.

Students with learning disabilities are responsible for contacting admissions at the school to request assistance. Prior planning is the key to ensuring the proper delivery of training. On your visit, an office staff member will meet with you to discuss the services you may need and the procedures for setting up those services. Your disability information is maintained separate from your academic record in compliance with federal and state data practice laws. You are responsible for providing the admission office with current documentation such as an IEP (Individual Education Plan) as it relates to your disability and the services you are requesting.

Schools are restricted from seeking out students with disabilities due to privacy laws. Therefore, please make a request for the services you believe you need.



Midwest Barber College accommodations include but are not limited to:

Clients in wheelchairs:

- Handicapped Parking located near handicapped entrance, on the side of the building
- Handicapped entrance on the side of the building for wheelchair access
- Barber chairs are moved to cut patrons hair.

Students:

- Exams: We will accommodate students with a reader for the written portion of the curriculum if necessary
- Transportation: Information on bus services and schedule is located in the Admissions Office.
- Meals: Periodically our staff will prepare breakfast and lunches for all of the students.

RIGHTS AND RESPONSIBILITIES OF STUDENTS WITH DISABILITIES:

STUDENTS WITH DISABILITIES AT MBC HAVE THE RIGHT TO:

- Equal access to programs, activities, and services of the College.
 - Reasonable accommodations, academic adjustments, and/or auxiliary aids and services.
 - Appropriate confidentiality of all information concerning their disability except as disclosures are required or permitted by law.
 - Information, reasonably available in accessible formats. Students with Disabilities at MBC have the responsibility to:
 - Meet the College’s qualifications and maintain essential technical, academic, and institutional standards.
- Inform the College when a known disability makes an accommodation necessary to perform successfully in a particular course or program.
- Provide appropriate professional documentation that indicates how the disability limits participation in programs, activities, and services of the College.
 - Follow specified procedure for obtaining reasonable accommodation, academic adjustments, and/or auxiliary aids and services.

REASONABLE ACCOMMODATIONS

Midwest Barber College is committed to providing reasonable accommodations and academic adjustments to allow qualified individuals the opportunity to participate in programs, activities, and employment. MBC recognizes that there may be times when students and their instructors, can resolve accommodation requests informally. However, in many cases, such requests require a more formal process with the request being made to and considered by a designated decision-maker, with the opportunity for an appeal. Midwest Barber College will assist with reasonable accommodations and academic adjustments in connection with:

- a disability
- pregnancy, childbirth, or a medical condition related to pregnancy or childbirth
- religious practices
- status as a victim of domestic violence, sex offense or stalking



If you feel any of above considerations pertain to you and would like to present a formal request, please contact the Director of Operations, Shawna Phifer. There may be an intake form for you to complete, as to make a fair and knowledgeable decision.

Midwest Barber College will thoroughly review all requests on a case-by case basis in accordance with applicable federal, state and city law. Midwest Barber College prohibits retaliation against individuals for requesting reasonable accommodations or academic adjustments, appealing decisions concerning such requests, or for making or participating in claims of discrimination.

All requests for accommodations and academic adjustments, and all supporting documentation, including but not limited to medical information, are considered confidential and will be shared with college officials only on a need-to-know basis. Such documentation will only be used to evaluate the requested accommodation. Employee and applicant accommodation documentation will be kept in a separate file in the office of Director of School Operations. Student accommodation documentation will be kept in the office of Students Accounts Manager.