

INSTITUTE OF ADVANCED MEDICAL ESTHETICS
SECTION 504/AMERICANS WITH DISABILITIES ACT POLICY

The Institute of Advanced Medical Esthetics (the "Institute's") does not discriminate in admission or access to our programs on the basis of age, race, color, sex, disability, religion, sexual orientation, gender identity, financial status, veteran status or national origin.

If you would like to request academic adjustment or auxiliary aids, please contact the Institute's Section 504 Compliance Coordinator, Laura Todd. You may contact Ms. Todd at 405 England St., Ashland, VA 23005, Phone: (804) 908-3223, Email: enroll@iame-edu.com. You may request academic adjustments or auxiliary aids at any time unless a particular adjustment would alter or waive essential academic requirements; fundamentally alter the nature of a service, program or activity; or result in undue financial or administrative burdens considering the Institute's resources as a whole.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j)(1)(i) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The Institute will work with the applicant or student to provide necessary academic adjustments and auxiliary aids and services unless a particular adjustment would alter or waive essential academic requirements; fundamentally alter the nature of a service, program or activity; or result in undue financial or administrative burdens considering the Institute's resources as a whole.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify Laura Todd, the institute's Section 504 Compliance Coordinator, of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Requests should be submitted in writing unless you cannot provide the request in writing, in which case the Institute's would accept a verbal request. You may contact Ms. Todd at 405 England St., Ashland, VA 23005, Phone: (804) 908-3223, Email: enroll@iame-edu.com. In those situations when the disability or need for accommodation or auxiliary aid is not obvious or already known, the Institute's may request documentation from a health care provider to establish the disability or need for a reasonable accommodation or auxiliary aid.
- 2) Ms. Todd will schedule a time to meet with you after receiving your request for accommodation. The purpose of this meeting is to help ensure that the Institute is obtaining adequate information and understanding of your individual needs.
- 3) Ms. Todd will review the request and provide you with a written determination as soon as practically possible but in no event more than two weeks after receiving the request.
- 4) If you would like to request reconsideration of the decision regarding your request, please contact Matt England, the Institute's Esthetics Program Director, within 15 days of the date of the response. Please provide a statement of why and how you think the response should be modified. Statements may be submitted to the Institute by email at enroll@iame-edu.com or by mail to 405 England St., Ashland, VA 23005, Phone: (804) 908-3223.