



SCHOOL *of* MASSAGE

COMPLIANCE STATEMENT AMERICANS WITH DISABILITIES ACT (ADA)

Arbor Institute does not discriminate against qualified individuals due to a disability in its programs, services, or activities. We are committed to providing access and reasonable accommodations to students, faculty and staff with disabilities in compliance with the American with Disabilities Act of 1990 (ADA) and corresponding state and federal law.

Under the ADA, anyone who has a physical or mental impairment substantially limiting one or more major life activities, has a record of such impairment, or is regarded as having such impairment, is considered a person with a disability. In accordance with the provisions of the ADA and Section 504 of the Rehabilitation Act of 1973, disabilities may include, but are not necessarily limited to, visual impairment, mobility and orthopedic impairments, hearing impairments, chronic medical conditions, learning disabilities, and psychological disorders.

In terms of employment, the law defines a “qualified individual with a disability” as a person who can perform the essential functions of the job with or without reasonable accommodation. Reasonable accommodation is determined on an individual basis depending on an employee’s job duties, functional limitations and whether the proposed accommodation will result in undue hardship to the school.

The President/Director of the institute is accountable for providing equal access to students, faculty, and staff with disabilities and insuring and enabling them to fully participate in and benefit from all school programs, benefits, services, and activities.

In order to accomplish our commitment to providing full access, key institute personnel have been designated as ADA Coordinators, as follows:

ADA COMPLIANCE PROGRAM

The President/Director has designated the Dean of Students as the Program Coordinator for the institute’s overall compliance with the ADA. The Coordinator of the ADA Compliance Program in cooperation with the Office of the President conducts the institute’s ongoing self-evaluation plan, develops strategies for compliance, coordinates the institute’s accommodation processes and monitors implementation efforts. The Dean of Student’s also handles inquiries about compliance and investigates complaints relating to accommodations and service requests.

DISABLED STUDENT SERVICES/ACADEMIC ACCOMMODATIONS

The Dean of Students is charged with ensuring that all qualified students with a disability are provided with access and opportunity to take part in educational programs, services and activities on an equal basis.

EMPLOYMENT RELATED MATTERS

The President/Director has designated the Dean of Faculty to coordinate the institute's compliance as the ADA Employment Coordinator. He/she will ensure that all personnel processes, including administrative services, comply with ADA requirements; that all applicants for employment receive notice of the accommodation process. Disabled employees wanting accommodations shall request them through their departments.

CAMPUS ACCESS

The ADA Compliance Program Coordinator(s) have been designated to oversee the institute's compliance with ADA physical access requirements. Jointly, they handle inquiries and provide access solutions to existing rooms, meeting or event places and facilities and paths of travel, handles requests for accommodations and complaints about access. The ADA Compliance Program Coordinator(s) also provides strategies for the safety of persons with disabilities during an evacuation or emergency.