

SECTION 504/AMERICANS WITH DISABILITIES ACT POLICY

The Pittsburgh Career Institute (the School) 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 School's Section 504 Compliance Coordinator, Cindy Smith. You may contact Ms. Smith at 421 Seventh Avenue, Pittsburgh, PA 15219, phone 412.281.2600 x164, email: csmith@pci.edu. You may request academic adjustments or auxiliary aids at any time.

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 School 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 School'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 Ms. Smith, the School'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 School would accept a verbal request. You may contact Ms. Smith at 421 Seventh Avenue, Pittsburgh, PA 15219, phone 412.281.2600 x164, email: csmith@pci.edu.
- 2) Ms. Smith 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 School is obtaining adequate information and understanding of your individual needs.
- 3) Ms. Smith 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 Dr. Patti Yakshe, President of Pittsburgh Career Institute, 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 School's President by email at pyakshe@pci.edu, or by mail to Dr. Patti Yakshe, 421 Seventh Avenue, Pittsburgh, PA 15219, phone 412.281.2600.

By signing Below, I do hereby affirm that I have read and understand the Section 504/Americans with Disability Act Policy.

Signature: _____ Date: _____

Please Print Full Name: _____