

# Facilities and Services for Students with Disabilities

Motoring Technical Training Institute (MTTI) is committed to providing qualified applicants with a disability an equal opportunity to access the benefits, rights and privileges of school services, programs and activities in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students who believe they are in need of accommodations should contact their Admissions Representative.

Academic accommodations for students with disabilities are provided on a case-by-case basis. MTTI will engage in positive efforts to assure accommodations throughout the application process and after enrollment. Students needing a special accommodation should contact their Admissions Representative. While accommodations may not alter the fundamental nature of the program in question, or impose an undue financial burden on the institution, the school Administration will otherwise work with a student to meet the student's needs. MTTI will protect students' privacy rights by maintaining confidentiality during this process. Disability-related information will be shared only with the student's written permission.

MTTI facilities (including restrooms and classrooms) are designed to permit handicapped persons to enroll and benefit from the education. Handicapped parking provides convenient access to the building entrances.

Accommodations for Students with Disability. MTTI is committed to assuring that students who meet the academic and technical requirements for admission to the institution are not discriminated against and receive the accommodations required under Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. This means that MTTI will engage in positive efforts to assure accommodations for students with disabilities throughout the application process and after enrollment.

A person with a disability is an individual (1) with a physical or mental impairment that substantially limits one or more of the major life activities of the individual; (2) with a record of such an impairment; or (3) who is regarded as having such an impairment.

A "physical impairment" is defined as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of several body systems.

A "mental impairment" is defined as any mental or psychological disorder, and includes mental illness and Specific Learning Disabilities.

"Major life activities" are defined as functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, and participating in community activities.

Accommodations are necessary only when a student's disability impedes a specific academic task.

Academic Accommodation. MTTI will take necessary steps to assure that no otherwise qualified student who is disabled within the meaning of the relevant laws is denied the benefits of or excluded from participation in MTTI's education programs. While accommodations may not alter the fundamental

nature of the course/program in question, or impose an undue financial burden on the institution. As examples, MTTI will make academic accommodations that afford the student with a disability an equal opportunity to learn in lecture/lab and to show what he or she has learned on tests.

Any otherwise qualified student seeking accommodation during the application process or after enrollment should request such accommodations before starting school or, if the need for the accommodation arises after enrollment, as soon as possible after discovering the need for accommodation. Accommodations should thereafter be requested on an annual or regular basis. The student should provide comprehensive and current written documentation of the disability and the need for the requested accommodation from competent independent authorities. The institution may request supplemental information as necessary to determine reasonable and appropriate accommodations.

The documentation should be submitted to the Admissions Representative. Final decisions concerning the appropriateness of the accommodations will be made by the school Director. If the request for academic accommodation is granted, students will be provided with an accommodation letter by the school Director. Students should provide faculty with this letter in order to assure accommodations.

If the request for academic accommodation is denied, students may appeal to the school Vice President. Appeals should be in writing and be submitted within one week of the denial of the request for reasonable accommodation.

MTTI will protect students' privacy rights by maintaining confidentiality during this process. Disability-related information will be shared only with the student's written permission.