



304 S. Colonel Rowe Boulevard

McAllen, TX 78501

www.mcallencareersinstitute.com

956-618-5800

Non-Discrimination Policy and Americans With Disabilities Act

McAllen Careers Institute does not discriminate on the basis of age, race, color, sex, disability, religion, sexual orientation, national origin, or any other characteristic protected by state, local or federal law in the administration of any of its educational programs or activities, or with respect to admission or employment. If the student would like to request academic adjustment or auxiliary aids, contact the School's Director. The student may request academic adjustments or auxiliary aids at any time. The School's Director, working with Human Resources and Compliance departments, is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants, 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. MCI will work with the applicant or student to determine whether reasonable accommodations can be effective and/or available. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the School's Director in writing 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. The request should be made at least four weeks in advance of the date needed. The School's Director has a form (ADA Request for Reasonable Accommodation) which should accompany your request.
2. The School Director will, as soon as reasonably possible after receiving the request, make a determination.
3. If the student would like to appeal the School Director's decision, please contact the Executive Director (956)618-5800, to request an appeal review of all previously submitted documentation and the School Director's decision.

Appeals must be submitted within one week of the date of the School Director's response.