

**MILAN INSTITUTE
MILAN INSTITUTE OF COSMETOLOGY
OPERATIONS MANUAL**

DEPARTMENT: COMPLIANCE

FUNCTION: NONDISCRIMINATION STATEMENT AND POLICY

POLICY NO: CD-250

EFFECTIVE: 8/14/2020

OVERVIEW

Milan Institute/Milan Institute of Cosmetology (“Milan”) does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admission, employment, treatment, or access to educational programs and activities

TERMS

DOE – US Department of Education

OCR – The Office for Civil Rights enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.

Title IX - Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance.

Title IX Coordinator – position at Milan that supports Title IX.

POLICY

Milan does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities. Nondiscrimination is required by Title IX and DOE regulations and extends to admissions activities and employment.

Title IX

Inquires about Title IX may be referred to the Title IX Coordinator, OCR, or both.

The Title IX Coordinator for Milan Institute and Milan Institute of Cosmetology can be reached at:

Address: Title IX Coordinator
Milan Institute
2345 W. Beech Ave. #4139
Visalia, CA 93277

Email: TitleIX@milaninstitute.edu

Phone: 559-707-8050

The OCR can be reached at <https://www2.ed.gov/about/offices/list/ocr/index.html>

Students with Disabilities

Milan is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the programs offered by Milan.

Students requesting auxiliary aid and services must submit an Application for Auxiliary Aid, including supporting documentation, to the School Director. An application for Auxiliary Aid may be requested from the School Director or Director of Education. Applications must be submitted at least two weeks before classes commence, or as soon as possible. Supporting documentation must be in the form of a documented physical, medical, or psychological condition which has been verified by a professional. Delays in submission of all required documentation will delay a decision regarding the request for accommodation.

Decisions are made to grant or deny requests for accommodations within ten (10) business days of receipt of all requested documentation. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy should be directed to the Corporate Compliance department by filing an online complaint at <https://milaninstitute.edu/student-complaint-form/>

Other issues

Any other issues related to nondiscrimination policies and complaints of discrimination should be directed to the School Director or the Corporate Compliance Department. The School Director maintains an office on campus. He/she may be contacted by visiting the campus or via telephone (Complete campus contact information is provided on page 1 of the catalog). To reach the Corporate Compliance Department, please complete the Student Complaint form at <https://milaninstitute.edu/student-complaint-form> and a member of the department will respond via email.

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.