

Date: Revised June 2017

To: Aspire Administrators

From: Gary Cates, Senior Vice Chancellor, Ohio Department of Higher Education

RE: Reasonable Accommodations for Students with Disabilities

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The Ohio Department of Higher Education Aspire program requires that all persons shall have equal access to its programs, facilities and services without regard to race, color, creed, religion, national origin, sex, age, marital status, disability or sexual orientation. It does not discriminate in admission to its programs, services or activities; in access to them; in treatment of individuals with disabilities; or in any aspect of operations.

In general, the local Aspire program is responsible for compliance with disability laws and necessary funding. However, beginning in FY 2017 and for so long as funds are available, the Ohio Department of Higher Education will set aside funds for the purpose of providing financial support for a portion of the cost to Aspire programs to provide reasonable accommodations for students with disabilities. If a student requires a reasonable accommodation to successfully participate in the Aspire classroom, the Aspire program may submit a request to the Chancellor for financial assistance for the cost of the reasonable accommodation by submitting the completed *Aspire Funds Request - Reasonable Accommodation for Students with Disabilities* form to: [aspiregrants@highered.ohio.gov](mailto:aspiregrants@highered.ohio.gov). The form can be accessed under Forms on the Aspire website, [ohiohighered.org/aspire/reference](http://ohiohighered.org/aspire/reference).

Submission of a request for reasonable accommodation funds by the Aspire program to the Chancellor does not obligate the Chancellor to provide any or all requested funds. The Ohio Department of Higher Education will review the local Aspire program's request and determine if the request will be granted in part, in whole, or not at all. Please allow at least two weeks for review.

If the local Aspire program chooses to submit a request to the Chancellor to provide financial support for some or all of the reasonable accommodation cost, then the local Aspire program must adhere to the following requirements:

1. The local Aspire program agrees to and understands it is fully responsible for compliance with disability laws, including but not limited to, funding for necessary accommodation, whether or not the Chancellor provides financial assistance.

2. The local Aspire program has followed disability laws regarding the student's responsibility to provide a formal record of the disability and documentation of the request for a reasonable accommodation. The local Aspire program agrees that the amount funded will only be allocated to the specific reasonable accommodation.
3. **If approved, the local Aspire program will pay for the reasonable accommodation and be reimbursed from the Ohio Department of Higher Education within the fiscal year, likely in the spring.**
4. The local Aspire program agrees to submit an appropriate budget revision to the Ohio Department of Higher Education within the same fiscal year that the funds were awarded or be responsible to reimburse the Chancellor.