



## Accommodations Policy

At the House Institute Foundation, we are committed to providing an inclusive and accessible environment for all participants. We adhere to the Americans with Disabilities Act (ADA) and ensure that our courses, facilities, resources, materials, and activities are accessible to everyone.

## Requesting Accommodations

Participants can request accommodations at any time by following the procedure outlined below:

1. **Advance Notice:** We encourage participants to request accommodations as early as possible to ensure that we can meet your needs. Ideally, requests should be made at least three weeks prior to the course or event.
2. **Contact Information:** To request accommodations, please reach out to us at [hello@hifla.org](mailto:hello@hifla.org). Include "Accommodation Request" in the subject line of your email.
3. **Required Information:** When requesting accommodations, please provide the following information:
  - Your name and contact information
  - The specific course or event for which you need accommodations
  - Details of the accommodation(s) you are requesting
  - Any relevant documentation that supports your request

## Types of Accommodations

We strive to provide a wide range of accommodations to meet individual needs. These may include, but are not limited to:

- Accessible course materials in alternative formats
- Sign language interpreters or real-time captioning services
- Physical access to course facilities
- Assistive listening devices
- Modified or extended time for activities and assessments
- Alternative seating arrangements

## Review and Implementation

Upon receiving an accommodation request, our team will review the information and documentation provided. We will work collaboratively with you to determine appropriate accommodations and ensure they are implemented effectively.

## Confidentiality

We respect your privacy and handle all accommodation requests with confidentiality. Information related to your accommodation request will be shared only with individuals involved in the coordination and implementation of the accommodations.

### **Feedback and Concerns**

We value your feedback and are committed to continuous improvement in our accommodation processes. If you have any concerns or suggestions regarding our accommodations policy, please contact us at [hello@hifla.org](mailto:hello@hifla.org).