



NOTICE TO STUDENTS REGARDING RELIGIOUS ACCOMMODATIONS FOR POSTSECONDARY STUDENTS

In accordance with WA Senate Bill 5166, student absences at a postsecondary school for reasons of faith or conscience, or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization, may be taken after written notice to the school. CITC will reasonably accommodate excused student absences due to observance of religious holidays.

1. Any student seeking reasonable accommodations under this section must provide written notice to the Vice President of Education or Director of Education, within the first two weeks of the beginning of the course, of the specific dates the student requests accommodations regarding examinations or other activities.
2. CITC faculty will work with students to reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of the course or program. "Reasonably accommodate" means coordinating with the student on scheduling examinations or other activities necessary for completion of the program and includes rescheduling examinations or activities or offering different times for the student to complete examinations or activities.
3. CITC students are not required to pay a fee for seeking reasonable accommodation under this section.
4. CITC is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this or any other private vocational school may be made to the WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD (WTECB) at 128-10th Avenue SW, Olympia WA 98504-3105, (360) 709-4600, email: workforce@wtb.wa.gov; website: www.wtb.wa.gov