



# Request for Electronic Text

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## *Terms of Service:*

- ✓ Alternate Media services will only be provided to students with a verified print disability and whose disability related functional limitations prevent them from reading standard print. \_\_\_\_\_ (*initial*)
- ✓ The student for which this alternative format is provided must be enrolled in a class that is requiring students to purchase this book. \_\_\_\_\_ (*initial*)
- ✓ The student will purchase books/materials and provide proof of ownership prior to receiving alternate formatted material. \_\_\_\_\_ (*initial*)
- ✓ The student is responsible for informing the Alternate Media Specialist/DSPS office whenever changes occur that affect the student's need for alternate media services (**i.e., intention to drop or inability to add a course**). \_\_\_\_\_ (*initial*)
- ✓ Books/materials may need to be taken apart in order to convert to alternative format. Every effort will be made to reassemble books/materials in a useable condition. Student will be advised prior to this occurring. The Alternate Media Specialist will not be held responsible for any damage to the materials that occur as a result to conversion to alternative format. \_\_\_\_\_ (*initial*)
- ✓ Due to copyright law, all alternative formats must be returned to the Alternate Media Specialist at the end of the semester or upon dropping the course. \_\_\_\_\_ (*initial*)

I have read, understand and agree to the above requirements. I am aware that failure to comply with the above conditions may result in the termination of this service.

\_\_\_\_\_ *Date:* \_\_\_\_\_  
*Student Signature*

\_\_\_\_\_ *Date:* \_\_\_\_\_  
*Authorized DSPS Staff*

Approved by: _____	Date Received: _____
Alternate Media Specialist	