

**Instructions:** Please fill out this form, Print it, Sign it and meet with the DSPS Alt Media Specialist. You can walk in, or make an appointment. Please call (818) 710-4146 or email [ishaqus@piercecollege.edu](mailto:ishaqus@piercecollege.edu) for any questions or to setup an appointment.

**Please bring with you: 1) This form. 2) The textbook(s). 3) Original receipt(s) for the textbook(s).**

## **Alternate Media Services- (AMS) Contract**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**1.**Alternate Media Services will only be provided to students who have a verified disability with related functional limitations.

**2.**Students must be enrolled in the courses before ordering the book(s) in alternate media.

**3.**One of the conditions identified below must be substantiated for each request as proof of ownership of the textbook(s) before services will be produced:

☐ The instructional material has been purchased by the student.

☐ The instructional material has been purchased on behalf of the student by the Department of Rehabilitation or some other agency.

☐ Other (Specify) \_\_\_\_\_

**4.**Material provided for conversion to alternative format may be disassembled and returned to the student in its altered condition. Alternate Media Services will not be held responsible for any damage that occurs as a result of the conversion.

**5.**There is a waiting period of up to 4 weeks for conversion of materials to alternative format. It is essential that requests be made as soon as possible. However, every attempt will be made to complete the request as soon as possible.

**6.**Material provided to students is subject to copyright laws and may not be reproduced or distributed in any way. Any further reproduction or distribution is illegal.

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 for the semester.

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

AMS Signature: \_\_\_\_\_ Date: \_\_\_\_\_