

Alternate Text Request Form - Eastern Washington University - Disability Support Services

Name:	Quarter:
Address:	Eagles Email:
Telephone:	Net ID:
Format Requested: PC <input type="checkbox"/> MAC <input type="checkbox"/>	Date Submitted:

TITLE	ISBN	AUTHOR	EDITION	PUBLISHER	PRICE
list complete title of textbooks	13 digit ISBN required				

Receipts Received:

Alternate Request Format Guidelines

- After registration complete and return this form with a copy of your class schedule as soon as possible. Advance notice is required to request materials in alternate format (at least 5 weeks prior to the start of the quarter).
- Textbook information is available at the bookstore website <http://bookstore.ewu.edu/store1/home.aspx>.
- If you add or drop classes, notify the Disability Support services office as soon as possible.
- Receipts must be submitted to Disability Support Services prior to alternate text materials being released.

Eastern Washington University works to ensure appropriate accommodations are provided for students who are eligible for services. In order to maintain integrity of the services offered and to honor copyright law, I certify that the following conditions are applicable:

- I have a disability as defined by Section 504 of the Rehabilitation Act and WAC 392-171-446 or 392-171-406, that has been verified by an appropriate official in the Disability Support Services office of the participating institution, and for which the alternate format material previously identified is an appropriate accommodation.
- I am currently registered at Eastern Washington University for the academic term previously indicated.
- I own a physical copy of the education material previously identified and have provided the Disability Support Services office with a receipt for these textbooks prior to alternate text materials being released.

I agree to abide by the following rules for obtaining and using alternate format materials:

- I will not copy or reproduce the educational material provided in alternate format, nor allow anyone else to do so.
- I will not allow anyone else to use the alternate text educational material provided.
- At the end of the academic term, I will remove the alternate format material being provided from any device on which it has been installed, and will return any physical media material to Disability Support Services.
- Students who need to retain their alternate format material for more than one quarter must notify the Disability Support Services Office of this necessity.
- Failure to return the alternate format material previously identified by the end of the term may result in a fee to replace the costs of the text up to the costs incurred by Disability Support Services or at least fifty dollars for an e-text and a hold on future EWU registration, Financial Aid, Transcripts, or Diploma.
- I will abide by the Copyright Law of the United States of America, as amended (17 U.S.C. Sec. 101 et seq.).

I, the undersigned student, understand and agree to comply with the guidelines and regulations listed above.

Student Name Signature:

Date Submitted: