

Request & Agreement for Alternative Format Textbooks

The Accessibility Office

Section I: Student Information (Please type information or print legibly)

Student Name: _____
Last First Middle

Student ID: _____ Bucks Email: _____

Cell Phone: _____ Home Phone: _____

Your Faculty Accommodation Memo will be emailed to your Bucks email account.

Section II: Course & Semester Information

Academic Year: _____ Fall Winter Spring
 Summer I Summer II Summer III

Courses for indicated semester: **Please include course and section numbers** (Example: MATH 095-N10)

#1 _____	#6 _____
#2 _____	#7 _____
#3 _____	#8 _____
#4 _____	#9 _____
#5 _____	#10 _____

Section III: Terms & Conditions

Please read and type your signature if you agree to the terms and conditions below. **Your typed signature will be binding.**

- I understand that I am responsible for **purchasing a copy** of the textbook and **providing a copy of the receipt** to the Accessibility Office (TAO).
- I understand that I am responsible for these alternative formatted texts and will **return them at the end of the semester**. Failure to return these texts could result in the withholding of my grades and/or a fee added to my tuition.
- **I understand that I will not use, further distribute, or copy the electronic files of the text for any other purpose.**
- Per U.S. Copyright laws, Learning Ally Audio, and publisher furnished alternative format textbooks cannot be transferred to or shared with "any person" who has not been certified and is not receiving services under an institutional membership.

I have read and understand the above information:

Student Signature	Date
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If this form is incomplete or not provided to the Accessibility Office (TAO) at least six (6) weeks prior to the start of class, it will delay your ability to receive your alternative format textbooks in a timely manner.

This form MUST be filled out every semester you require accommodations.

PLEASE NOTE:

You have the right to appeal any decision regarding academic accommodations that is made by the Accessibility Office (TAO) staff. The appeal process form and information may be found on our website: www.bucks.edu/accessibility or stop into our office – Student Services Center, to request a hard copy.

Bucks County Community College does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, veteran status, union membership, or any other legally protected category.

Textbooks Requested in Alternative Format

The preferred textbook format could be: Audiobook, E-text from the publisher, Braille, or if another format is preferred, please specify. We will do our best to get your preferred format. If that is unavailable we will provide a comparable solution.

Textbook Title: _____ ISBN: _____
 Author(s): _____ Edition: _____
 Publisher: _____ Copyright: _____
 Course Name: _____ Instructor: _____
 Course ID and Section #: _____ Course Start Date: _____
 Preferred alt text format: _____ Secondary Alt Text Format: _____
 Where purchased: _____ Cost: _____

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