



The
UNIVERSITY
of VERMONT

ACCESS/ACADEMIC SUPPORT PROGRAMS
Universal Design Technology Lab (UDTL)
Student Contract for Service

Student: _____ Student ID: _____

Circle Semester: Fall Winter Spring Summer Today's Date: _____

The UDTL provides alternative formats for students who are eligible for this service. In order to maintain the integrity of the service offered and comply with the law, the following rules apply to students who use the UDTL.

- 1) The student must currently be registered at UVM, and matriculated in classes or enrolled in University Continuing Education courses.
- 2) The student must be registered with the ACCESS Office and maintain a confidential file with disability verification each semester. Students' disabilities shall be verified by competent authority.
- 3) The student must own a physical copy of the textbook or possess other material they are requesting in alternative format.
- 4) To guarantee receiving text in an alternate format, the materials must be provided to the UDTL with the bindings removed. (*Books can be chopped at the university's print and mail center. Once books are chopped the bookstore will most likely not buy them back*) Otherwise the student must wait for the publisher to provide the UDTL with an electronic copy of the book. The UDTL cannot guarantee that publishers have an electronic copy or how long it may be before they send it.
- 5) The UDTL will not be held responsible for any damage to the materials that occur as a result of conversion to alternative format.
- 6) The student will not copy or reproduce any material provided by the UDTL, nor allow anyone else to do so. Misuse of this material may result in referral to the Center for Student Ethics and Standards for disciplinary action.
- 7) Students will be provided with one alternative format copy for each material required for academic use. This electronic file is copyrighted and may not be reproduced or distributed in a format other than a specialized format exclusively for use by blind or other persons with disabilities. Any further reproduction or distribution in a format other than a specialized format is an infringement.

I have read or heard this contract read aloud and understand the procedures and conditions of service listed above. My signature is my commitment to adhere to these responsibilities and terms.

Student Signature

Date

UDTL Staff Member Signatures

Date