



Truckee Meadows Community College

Disability Resource Center

SERVICE AGREEMENT FOR INTERPRETER OR CAPTIONING SERVICE

_____ Students needing interpreter or captioning services are strongly encouraged to register at least four weeks before the beginning of class to better ensure that we can locate and procure the requested service. Registration in the DRC and appropriate documentation(i.e., audiogram) must be provided from a qualified professional prior to services being approved. Failure to do so well in advance to the start of the semester may limit our ability to meet the student’s needs in a timely fashion.

_____ Suspension of services will occur after two or more no shows or late attendances(more than 15 minutes) to class, unless the student has a verifiable and good cause beyond their control. Notification should be made to the Disability Resource Center at 775-673-7277 or e-mail drc@tmcc.edu within 48 hours.

_____ The student agrees to enter into and sign this service agreement in order to access services.

_____ If the student wishes to cancel interpreter or captioning services for a particular class period, they may do so with a 48 –hour advance notice.

_____ A student may appeal a suspension within 90 days of the suspension date.

Service Requested: _____ **Class:** _____ **Section:** _____

Class: _____ **Section:** _____

Class: _____ **Section:** _____

Class: _____ **Section:** _____

Student Name: _____

Student Signature: _____ **Date:** ____/____/____

Disability Resource Center Representative: _____ **Date:** ____/____/____