

ALTERNATIVE FORMAT REQUEST FORM
TO BE COMPLETED BY STUDENT:



NORTHERN ILLINOIS
UNIVERSITY

Student: _____
 Local Phone #:(_____) _____
 Request Date: _____
 Course: _____ Section: _____
 Instructor: _____
 CAAR Coordinator: _____

CENTER FOR ACCESS-ABILITY RESOURCES
DIVISION OF STUDENT AFFAIRS
DEKALB, ILLINOIS 60115-2854
(815) 753-1303 (VOICE)
(815) 753-3000 (TTY)

Full Title of Text: _____
 ISBN Number: _____ Cost of text: \$ _____
 Author(s): _____
 Publisher: _____

Please choose the format you would like to receive
 CIRCLE ONE

MS Word straight text MS Word w/ page layout MS Word w/ page layout w/ pictures PDF Text only TIFF

The student whose signature appears below has requested material ("the text") in an alternative format. The student agrees to all of the following:

1. The alternative format is for use only by the student in connection with a course in which he/she is registered. The course information is provided above.
2. The text is a required text for the course.
3. The student has a disability that prevents him/her from using only the print version of the text. Documentation is on file with the student's coordinator about this disability.
4. The text has been purchased by the student, and will be kept for the length of time the student uses the alternative format.
5. The student will use the alternative format in a specialized format solely for his or her own educational purposes.
6. The student will not copy or duplicate the alternative format for use by others.
7. CAAR may need to disclose the student's name and contact information upon request of the publisher.

This request is made in accordance with the Copyright Revisions Act of 1976, as amended (17 U.S.C. Sec. 101 et seq.).

Signature: _____ Date: _____

FOR CAAR USE ONLY:	Entered into Database <input type="checkbox"/>		POP _____
Initial Request Date to publisher: _____			
Confirmation ID:			
Confirmation Date:			
Other Comments:			
			burned to CD date: _____

Student Signature for Pickup

.. Signature: _____ Date: _____
Pickup Pickup

.. Signature: _____ Date: _____
Canceled class and request Canceled class and request