



Interpreter Services Contract for Ventura College Students

I am requesting Interpreter services and agree that:

- I will provide the EAC office with verification of my need for interpreter services.
- In order to allow sufficient time to schedule a qualified interpreter, I will utilize priority registration and submit my class list to the Interpreter Specialist, Brittany Ballance, as soon as possible.
- I understand that the instructor of each class will be informed that an interpreter will be present.
- I understand that my interpreters maintain the standards of the RID Code of Professional Conduct.
- If other academically related interpreting services are needed (i.e. field trips) I will notify the Interpreter Specialist at least one week in advance.
- I understand that if the interpreter must cancel a session, the Interpreter Specialist will do everything possible to provide a substitute interpreter.
- I will notify the Interpreter Specialist immediately if:
 - I need to cancel the session due to a planned absence (24-hours notice required!)
 - the room, day, and/or time of class is changed
 - the class is cancelled
 - I decide to drop the class
 - my interpreter is more than 10 minutes late for class
 - I have any problems with the interpreting services
- I understand that the interpreter will only wait 15 minutes for me to arrive for the start of class. After that, the interpreting session will be cancelled and the Interpreter Specialist will be notified. If I am going to be more than 10 minutes late, I will notify the Interpreter Specialist who will then notify the interpreter to wait until I arrive.
- The Interpreter Specialist will suspend regularly scheduled interpreting services if I am absent three times without notice. I must meet with the Interpreter Specialist AND the EAC Coordinator before services will resume.

I, the student, agree to abide by these guidelines.

Semester:

Year:

Student ID #:

Date:

Printed Name:

Signature:

I, the Interpreter Specialist, have reviewed these guidelines with the student, and I will keep the student informed of any changes in the interpreting schedule.

Interpreter Specialist:

(Brittany Ballance)

Date:

Submit completed form to the *Interpreter Specialist* located in the EAC office [Administration Building (ADM)]

– OR – via email (click email button)