Ventura College Educational Assistance Center
Application For Services

Ventura College provides educational services and access for eligible students with documented disabilities who intend to pursue coursework at Ventura College. A variety of programs and services are available which afford eligible students with disabilities the opportunity to participate fully in all aspects of college programs and activities through appropriate and reasonable accommodations. Signature below constitutes an agreement to apply for programs and services through the Educational Assistance Center (EAC) and to abide by the rights and responsibilities.

Date:________________ Name____________________________________
ID#: ____-____-_______ Address: _________________________________
DOB___/____/_____ City/State:______________________ Zip:________
Home Phone (     ) __________ Work Phone: (     ) ____________________
Cell/pager (     ) __________ email: ______________________________
Emergency Contact:_______________________ Phone (___)___________

1. What are your educational goals? ________________________________
   ________________________________
   ________________________________

2. What difficulties are you having with your classes?________________________
   ________________________________
   ________________________________

3. The State Chancellor’s office mandates that we ask about voter registration.
   Are you registered to vote? _____ Yes _____ No
   If no, would you like a voter registration form? _____Yes _____ No

4. Would you require assistance with evacuation in the event of an emergency?
   _____ Yes _____ No  If Yes, please explain ________________________________

<table>
<thead>
<tr>
<th>For EAC Counselor Only</th>
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<tr>
<td>P=Primary Disability</td>
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<td>S=Secondary Disability</td>
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<td>____ Mobility</td>
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<td>____ L.D.</td>
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<td>____ PsyD</td>
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<td>____ Other</td>
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| Department of Rehabilitation Client | yes no | DR Counselor ____________________________
Student Rights include:
- Participation in EAC is voluntary
- Equal access to all courses, programs and activities at VC is guaranteed
- All records maintained by EAC regarding disability are protected from disclosure

Students Responsibilities include:
- To Provide verified disability information to EAC
- To Meet with EAC counselor once a year to complete and update Student Educational Contract
- To be responsible in the use of services
- To return any loaned equipment at the end of the semester (student responsible for damages)
- To pay college fees. Outstanding debts may prevent future registration
- To maintain appropriate behavior by abiding by the VC Student Conduct Code
- To demonstrate measurable progress in classes

POLICY FOR SUSPENSION OR TERMINATION OF EAC SERVICES

If the EAC student fails to meet one or more of the following requirements:
1) be responsible in their use of EAC services and adhere to written service provision policies adopted by EAC, or
2) make measurable progress toward the goals established in the Student Education Contract, or
3) meet academic standards established by the college.

An EAC staff member will notify the student by phone and in writing of the intent to suspend or terminate services. Within a week of receipt of notification the student must meet with the EAC staff member. At the appointment the student will receive a written warning including an explanation of the specific requirement the student has failed to meet.

After the warning, if the student continues to fail to meet one or more of the three requirements, the student will be informed in writing that EAC services have been suspended or terminated.

If you wish to appeal this decision, you must see the EAC Coordinator and follow the Student Grievance Procedures in the Ventura College Catalog.

I acknowledge and understand the rights and responsibilities and agree to abide by them. Failure to do so may result in discontinuation of services. I further give permission for EAC staff to share my educational requirements with college personnel who have a legitimate educational need to know. This authorization shall remain in effect during my enrollment at Ventura College or until revoked by me in writing and signed by the EAC Coordinator. I understand that this document will be placed in my EAC file.

______________________________   _____________________   __________________
Student Signature       Student ID #    Date