



Educational Assistance Center  
4667 Telegraph Road  
Ventura, CA 93003  
805-289-6300

## Interpreter and CART Services Contract for Ventura College Students

I am requesting Interpreting or CART services and agree that:

- I will provide the EAC office with verification of my need for interpreter/CART services.
- In order to allow sufficient time to schedule a qualified interpreter/CART provider.
- I will utilize priority registration and submit my class list to the Interpreter Specialist as soon as possible.
- I understand that my instructors will be informed that an interpreter/CART provider will be present.
- I understand that interpreters/CART providers maintain the standards of the RID Code of Professional Conduct.
- If other academically related interpreting/CART services are needed (i.e. field trips, tutoring, events etc) I will notify the Interpreter Specialist at least two weeks in advance.
- I understand that if the interpreter/CART provider must cancel a session, the Interpreter Specialist will do everything possible to provide a substitute interpreter or captioner.
- 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 or I decide to drop the class
  - My interpreter/CART provider is more than 10 minutes late for class
  - I have any problems with the interpreting/CART services
- If I am going to be more than 10 minutes late, I will notify the Interpreter Specialist who will then notify the interpreter/CART provider to wait until I arrive.
- I understand that the interpreter/CART provider will only wait 15 minutes for me to arrive from the start of class time. After 15 minutes, the interpreting/CART session will be cancelled and the Interpreter Specialist will be notified.
- If I am more than 15 minutes late 3 times, or absent without notice 3 times, I understand that I must meet with the Interpreter Specialist and the EAC Coordinator to discuss my accommodations.

**Please submit form to the Interpreter Specialist's office in the EAC building  
or via email to: [Lelsousou@vccd.edu](mailto:Lelsousou@vccd.edu)**

I agree to abide by these guidelines.

Semester:    Fall                  Spring                  Summer                  Year: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed these guidelines with the student and I will keep the student informed of any changes in the interpreting/CART schedule.

EAC Interpreter Specialist: \_\_\_\_\_ Date: \_\_\_\_\_