

**VIRGINIA PENINSULA
COMMUNITY COLLEGE**

Disabled Student Services / Notetaker Services Agreement

Name of Recipient			
Home Telephone #		Work Telephone #	
Address	City	State	Zip Code
Receiving Services for		Semester	
Name of Notetaker			
Home Telephone #		Work Telephone #	
Address	City	State	Zip Code
Class Assignment(s) for			
Total Notetaking Clock Hours Per Week		Rate Per Clock Hour	
Estimated Total Notetaking Clock Hours		Estimated Payment for Semester	

Responsibilities

General

1. It is understood that this agreement may be canceled at any time if the college cancels the class for any reason or if the student withdraws from the class. This agreement may also be canceled at any time by mutual agreement of the Disabled Student Services, the Notetaker, and the student if the assignment is not satisfactory to any or all of the principals concerned.
2. It is understood by the undersigned that any additional notetaker hours, required by the student, need to be coordinated through the Disabled Student Services.

Student

1. Payment for classroom Notetaker services will be paid by the college. Therefore, it is the student's responsibility to notify the Notetaker at least 24 hours in advance when he/she will not be attending a scheduled class. If the student is unable to contact the Notetaker, he/she should inform the Services for Student with Disabilities.
2. If a student fails to notify the Notetaker or Disabled Student Services concerning a class absence at least 24 hours in advance for a class meeting, two times, has two late cancellations, or if the student fails to attend class for any reason not related to their disability, the student's notetaking service may be interrupted or withdrawn until the student meets with the Disabled Student Service. This will not apply when failure to give the proper 24 hours notice is beyond the student's control.
3. If the student withdraws from class, the student must notify the Notetaker and the Disabled Student Services as soon as the withdrawal is accomplished.
4. It is the student's responsibility to formally request Notetaker services at least four weeks in advance of each academic semester he/she plans to attend.
5. The student is responsible for supplying notebook paper and any related materials (e.g., highlighters).
6. The student is responsible for getting any clarification from the instructor during class or after class.

Notetaker

1. Payment for Notetaker services is based on the Virginia Department for the Visually Handicapped / Virginia Department Rehabilitative Services fee scale.
2. It is agreed that the Notetaker will be paid for any scheduled class even if the student fails to be present, unless notified 24 hours in advance.
3. It is agreed that the Notetaker will be responsible for arranging to have a substitute if unable to attend a scheduled class.
4. A timesheet shall be submitted by the Notetaker every 2 weeks on the date indicated on the timesheets.
5. It is agreed that the Notetaker will provide the notes for the student within a 24 hour period of taking the notes.

The aforementioned responsibilities are accepted as stated:

Signature of Notetaker	Date	Signature of Student	Date
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White: D.S.S. Counselor

Yellow: Notetaker

Pink: Student

REVISED 10/20/16