



Textbook Alternative Format Request

Directions and General Information

- Return this form, completed and signed to the DSS Office or email to rmpietryk@ncwc.edu
- Submit the textbook to be converted along with a flash drive and provide a **proof of purchase**
- ASPIRE students not on the Rocky Mount campus will need to create a free digital dropbox account and I will deliver the alternative books to you through that account.
- It may take 2-3 weeks to receive your book in an alternative format.

Please print legibly.

Name _____ Phone _____

Student ID _____ Email Address _____

Student Signature _____

1	Title
	Author
	ISBN #
	Copyright Date
	Edition
	Publisher
2	Title
	Author
	ISBN #
	Copyright Date
	Edition
	Publisher
3	Title
	Author
	ISBN #
	Copyright Date
	Edition
	Publisher
4	Title
	Author
	ISBN #



	Copyright Date
	Edition
	Publisher
5	Title
	Author
	ISBN #
	Copyright Date
	Edition
	Publisher

- Please read the agreement below. Sign and date this document and return to DSS with your textbook receipts.
- I understand it will take 2-3 weeks to process my request and receive my textbooks.
- I have purchased one copy of my textbook and have provided a copy of the receipt to DSS. Copyright laws allow DSS to provide only one copy of the textbook in alternate format
- I will not reproduce or redistribute any of the information.
- I understand that the bookstore or book retailer has its own regulations regarding buy back of textbooks, which DSS is not responsible for and has no authority to change.
- By signing this agreement, I understand and agree to the above terms.

Student Signature

Date