



COAHOMA COMMUNITY COLLEGE

Disability Support Services

3240 Friars Point Road Clarksdale, MS 38614 Ph: (662) 621-4853 Fax: (662) 624-6424

AGREEMENT FOR USE OF INTERPRETER SERVICES

Upon request, interpreting services are provided for students with documented hearing loss or deafness. Students qualifying for interpreter services are expected to follow the policies and procedures as outlined in this agreement.

- I must make a request for an interpreter in a timely manner through the Office of Disability Support Services (ODSS). When making the request, I must provide ODSS with the exact dates, times, and locations for interpreter services. Then ODSS will contact the interpreter and arrange for services.
- I must notify ODSS of changes in schedule(s), cancellation of class(es) or events, planned absences, illness or emergency absences. Assuming there is no emergency, ODSS requires 24 hour's notification for changes in interpreter schedules. Failure to notify ODSS of cancellations, changes in schedules or absences may result in a loss of my interpreter services.
- Interpreters maintain a time sheet, which must be signed by the interpreter, instructor, and me.
- If I personally request services from an individual interpreter, I will assume personal financial responsibility or payment for these services. Interpreters are not provided for my personal use.
- It is my personal responsibility to promptly inform ODSS if there is a problem with interpreter services.

I, _____, have read and understand the policies and procedures in the "Agreement for Use of Interpreter Services" at Coahoma Community College. I understand that failure to follow the policies and procedures may cause me to lose interpreter services and/or I may become liable for rendering payment for services.

Signature _____ **Date** _____

ID Number _____

Office of Disability Support Services Coordinator _____

Date _____