



## Disability Services NOTE TAKER AGREEMENT

For providing note taker services, I, \_\_\_\_\_, will be paid **\$100.00** at the end of the term. Payment will be made by the third week of the following term, provided paperwork is submitted to Disability Services during the last week of the term. Special carbon lined notebook paper is available for note taker use and can be picked up at the Disability Services Offices or at a Student Services office on other campuses by prior arrangement. To qualify for payment, I agree to the following:

1. Note takers must maintain the confidentiality of the student.
2. To process a request for payment, a fully completed note taker agreement, W9 tax form, and new vendor form must be turned in at the beginning of the term. The timesheet must be turned in on the last day of class to Disability Services.
3. Note takers must attend class regularly. Failure to do so will cancel this contract and the student may not be paid for services rendered.
4. Note takers must take complete notes and have legible handwriting.
5. If the note taker's student withdraws from class, the note taker will be paid \$50.00 for the term.
6. Note takers will be paid per class, not per student.
7. Payment will be mailed by the third week of the next term if time sheet submitted at the end of the term in which services rendered.
8. ***All timesheets are due within three weeks of the term's end.***

Print Name:		
Note taker signature:	Student ID:	Date:
Address:	City:	State:
		Zip Code:
Phone Number:		
Name student(s) receiving services:	1. Class 2. Class Days 3. CRN Number 4. Class Times 5. Instructor name 6. Campus	_____ _____ _____ _____ _____ _____