

# NOTE TAKER AGREEMENT

For providing note taker services, I, \_\_\_\_\_, **will be paid \$100.00 per term.** \*I also understand that I will not be paid until the third week of the following term. **Special carbon notebook paper is available for my use. I can pick it up at the Disability Services Office at the Main Campus or at Student Services office at all other campuses. To qualify for payment, I agree to the following rules for note taking:**

- 1. Note takers must maintain the confidentiality of the student at all times.**
2. Note takers must attend class regularly. Failure to do so mean the student must obtain another note taker.
3. Note takers must take complete notes and have legible handwriting.
4. Note takers must fill out agreement completely In order to receive payment on time. Note taker agreement, W9, Vendor sheet and timesheet.
5. If the note taker’s student withdraws from class, the note taker will be only paid \$50.00 for the term.
6. Note takers will be paid per class not per student.
7. Payment will be mailed after the term has ended at approximately the third week of the next term.\* All timesheets are due within 30 days of the term’s end.

Note taker signature:	Student ID:	Date:
Address:	City:	State:
		Zip Code:
Phone Number:		Date:
Name student/s receiving services:	1. Class	_____
	2. Date class meets	_____
	3. CRN Number	_____
	4. Time class meets	_____
	5. Instructor name	_____
	6. Campus	_____
		_____
		_____
		_____
		_____