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**Center For Students with Disabilities (CSD)
REQUEST FOR ALTERNATE FORMATS (2010-2011)**

Please Read This Section First:

- We require at ***least 2 business days*** notice if you need alternate formatting rushed; the earlier you request, the better we'll be able to accommodate all your needs.
- Students will be ***notified via email*** when request is completed.
- When picking up your content (books) please ***bring an USB/portable hard drive/CD*** to copy the alternate format onto.

PROPERTY DAMAGE WAIVER

By signing this form, you agree that if the page margins are too close to the spine and/or more than 50 pages are requested, the books'/contents' spines may be cut or scored in order to create a stack of pages to scan efficiently. By signing this, you are agreeing that you understand we may take the book apart and it may not be returned in its original condition.

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Date: _____

Student Name, Number & Email Address

ALTERNATE FORMAT:

Title: _____ Course Code: _____

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PDF? Circle (Yes/No)

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