

**VIRGINIA PENINSULA
COMMUNITY COLLEGE
Disabled Students Services/Interpreter Services Agreement**

Name of Recipient			
Home Telephone #		Work Telephone #	
Address	City	State	Zip Code
Receiving Interpreter Services for		Semester	
Name of Interpreter			
Home Telephone #		Work Telephone #	
Address	City	State	Zip Code
Level of RID Certification:			
<input type="checkbox"/> CSC			
<input type="checkbox"/> RSC			
<input type="checkbox"/> TC			
<input type="checkbox"/> IC			
<input type="checkbox"/> SCR			
Class Assignment(s) for			
Total Interpreting Clock Hours Per Week		Rate Per Clock Hour	
Estimated Total Semester Interpreting Clock Hours		Estimated Payment for Semester	

Responsibilities

General

- It is understood that this agreement may be canceled at any time if the college cancels the class for any reason or if the student withdraws from the class. This agreement may also be canceled at any time by mutual agreement of Disabled Students Services, the interpreter, and the student if the assignment is not satisfactory to any or all of the principals involved.
- It is understood by the undersigned any additional interpreter hours, required by the students, need to be coordinated through the Services for Students Disabilities.

Student

- Classroom interpreter services will be paid by the college. Therefore, it is the student's responsibility to notify the interpreter at least 24 hours in advance when he/she will not be attending a scheduled appointment. If the student is unable to contact the interpreter, he/she should inform the Disabled Students Services.
- If a student fails to notify the Interpreter or Services or Disabled Students Services concerning a class absence at least 24 hours in advance for a class meeting, two times, or has two late cancellations, **interpreting services may be suspended** until the student meets with the Disabled Students Services. This will not apply when failure to give the proper 24 hours notice is beyond the student's control.
- An interpreter is allowed to leave if a student is more than 15 minutes late to class. Interpreting services may be suspended, if a student is late more than 3 times.
- If the student withdraws themselves from class, the student must notify the interpreter or Disabled Students Services as soon as the withdrawal is accomplished.
- It is the student's responsibility to formally request classroom interpreter services at least **two weeks in advance** of each academic semester he/she plans to attend.

Interpreter

- Payment for interpreter services is based on the Virginia Department for the Deaf and Hard of Hearing fee scale.
- The hourly pay rate may be adjusted to reflect any change in the interpreter's assignment, according to the guidelines presented in the Virginia Department for the Deaf and Hard of Hearing fee scale.
- It is agreed that the interpreter will be paid for any scheduled class even if the student fails to be present, unless notified 24 hours in advance.
- The interpreter will notify Disabled Student Services if a student is late or misses class more than 2 times.
- It is agreed that the interpreter will be responsible for arranging to have a substitute if unable to attend a scheduled class.
- A timesheet shall be submitted by the interpreter every 2 weeks, on the date indicated on the timesheet.
- It is agreed that the interpreter is responsible for knowing and subscribing to the code of ethics of the Registry of Interpreters for the Deaf.
- The college will follow VDDHH policy for payment when classes are cancelled as a result of an administrative decision (e.g. inclement weather or emergency).

The aforementioned responsibilities and conditions are accepted as stated:

Signature of Interpreter	Date	Signature of Student	Date
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