|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NOTE:** Completion of this form means your institution has specifically authorised production of alternative format materials for a student and has contracted Vision Australia to prepare the material in return for payment of the appropriate fees. Please enter a tick or a “y” or “n” in the blank cell next to your preferred option. | | | | | | |
| **Student’s Name** |  | | | | | |
| **Student’s Home Address** |  | | | | | |
|  | | | | | |
| **Student’s Phone Number** | **Home:** | | | **Mobile:** | | |
| **Return Address for Produced Material**  **(Print will also be returned to this address unless otherwise specified)** | **Return to Student’s Home Address? yes or no** | |  | **Return to Institution’s Address? yes or no** | |  |
| **Other (please specify)** | | | | | |
| **Student’s Email Address** |  | | | | | |
| **Name of institution** |  | | | | | |
| **Institution’s Phone Number** |  | | | | | |
| **Year/Stage** |  | | | **External? yes or no** | |  |
| **Full time?** | |  | **Part time? yes or no** | |  |
| **Preferred Format**  **(yes or no)** | **Braille?** | |  | **Large print? yes or no** | | **Font size:** |
| **E-text?** | |  | **Audio? yes or no** | |  |
| **Nature of Print Disability** |  | | | | | |
| **Name of DLS/Consultant** |  | | | | | |
| **Position of Person Authorising Production** |  | | | | | |
| **DLS’s Contact Numbers** | **Phone** |  | | **Fax number** |  | |
| **Purchase Order Number (Optional)** |  | | | | | |
| **Signature**  **(Compulsory)** |  | | | **Date:** | | |

The completed (and signed) form is to be forwarded to Vision Australia prior to commencement of any production services. **Please send form to:** Student Production Services, Vision Australia, 4 Mitchell Street, Enfield, NSW, 2136. Tel: (02) 9334 3526 or Fax: (02) 9334 3428.

### Eligible Students

Completing this form means that the institution has specifically authorised production of alternative format materials for the student and has contracted Vision Australia to prepare the material in return for the payment of the appropriate fee published from time to time.

A student with a print disability is:

* A person without sight
* A person whose sight is severely impaired
* A person unable to hold or manipulate books or to focus or move his or her eyes; or
* A person with a perceptual disability

Students who have non-English language based or other learning disabilities are not eligible unless they fit within the criteria above.

### Privacy Policy

Vision Australia adhered to the principles governing the access, use, disclosure, retention and disposal of private information, as stipulated in the “Privacy (Private Sector) Amendment Act 2000”. Vision Australia takes responsibility for ensuring that personal information is protected from misuse, loss, unauthorised access, modification or inappropriate disclosure.

We ask all DLOs and Institution representatives who collect information from students, to ensure that the individual is aware of the following details:

* His/her name and address will be disclosed to Vision Australia
* He/she can gain access to any personal information through contacting Vision Australia.
* Vision Australia collects this information for the purpose of providing specialist library services.

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