 Access*Ability* Services, Swinburne University of Technology

Alternative Formatting of Learning Materials

Student ID:

**Name:**

**Course:**

**Campus:**

Prescribed course learning materials will be provided in alternative format where possible for students with a recognised print disability.

* 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

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

* Contact your School or Faculty as early as possible so that they can provide you with information about the learning resources you require for each subject.

* A maximum of 3 (three) textbooks per enrolled subject including up to 2 (two) prescribed textbooks and 1 (one) recommended textbook will be provided.
* Access*Ability* Services requires at least one months’ notice from you whenever you have alternative formatting requirements. If Access*Ability* Services does not have this information early, your materials may not be ready in time.
* Post-graduate students will need to negotiate arrangements with the Access*Ability* Adviser.

**Please tell us what your requirements are by completing the following information:**

* What is the name of the software you use to read material on your computer? E.g. *Zoom Text, JAWS*

Please specify:

* In what format are your materials required in: e.g. PDF, WORD, RTF.

Please specify:

* Do you require single column pages?

Please specify:

* Please specify any other adjustments required:

Font size:

Paper Colour:

 Typeface:

* Do you use a Mac or PC?

Please specify:

* Do you require hard copy or electronic copy of the reformatted material?

Please specify:

Please specify any other specific formatting requirements you have below:

Thank you!

**Contact details:**

**Access*Ability* Services**

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