



# University of Findlay

Office of Accommodation  
& Inclusion

## Request for Alternate Format Books

Please allow 2-4 weeks to process requests.

Name \_\_\_\_\_

ID# \_\_\_\_\_

E-mail \_\_\_\_\_@findlay.edu

Current semester: \_\_\_\_\_

Course	Title of Book & ISBN	Type of Format (PDF, Word Document)	Edition	Date ordered	Date student received

- Publishers require students to provide proof that they have purchased or own a copy of the textbook requested.
- Submit proof of purchase (Book Receipt) in person at the Office of Accommodation and Inclusion or via email at [OAI@findlay.edu](mailto:OAI@findlay.edu)
- I agree not to copy, distribute, or sell any reformatted material provided to me by The Office of Accommodation and Inclusion
- I understand that I must notify The Office of Accommodation and Inclusion if there are any changes to my class schedule and requests for alternative media immediately.
- I understand that I will need to complete a Request for Audio Books Form every semester in order to receive alternative media.

Preferred Method of Delivery: Google Drive \_\_\_\_\_ Pickup \_\_\_\_\_ (Pickup will require personal flash drive)

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OAI Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_