Student Interpreter Services Agreement
Student Affairs

Terms of Service

This agreement is for the _______ Semester, specifically the period of _______ until _______.

Class Schedule

For sixteen weeks: ____________________________________________________________

Interpreter’s Obligations

In the event of interpreter’s absence, they will do all they can to acquire their own substitute. The substitute will be of like skill.

The interpreter will keep classroom and student information confidential, other than that needed for recording information by the University. They will conduct themselves with professionalism both in and out of the classroom.

If the student is ill and RSU contacts the interpreter before they home, portal to portal mileage will not be paid, however, the class time and down time will. If the student cancels a full-day of classes (5 hours M-W and 2 hours F) without more than 48 business hours notice, the interpreter will receive full payment for the day. If more than 48 business hours are given, then the interpreter will be reimbursed ½ of the day’s hours. Any classes by an instructor of the university will be paid.

Student’s Responsibility

If the student is ill or knows in advance that they will be missing a full day of classes they should notify the Director of Student Development at (918) 343-7707.

If the student is absent for more than tow classes without notification then the interpreter services may be terminated.

By signing this agreement you are acknowledging that you are aware of your responsibilities as a student requesting interpreter services at Rogers State University.

____________________________________  _______________________
Student Signature                                      Date

____________________________________  _______________________
Director of Student Development Signature                 Date