

MONTCLAIR STATE UNIVERSITY

Personal Care Attendant (PCA)

DRC Student Agreement

This form must be completed by the DRC student approved with the accommodation of a Personal Care Attendant (PCA). **Students must initial next to each paragraph to acknowledge that they have reviewed, understand and agree to the University's expectations.**

1. _____ I understand that securing, training, supervising and paying the PCA is my sole responsibility. The University personnel, sponsored technology (Canvas, Workday, Handshake, etc.), and official digital or print communications and marketing platforms cannot be utilized to coordinate PCA services.
2. _____ I understand the employment and services contract is between myself/my family and the PCA/agency of whom I employ, and that I have no employment relationship or contract with Montclair State University. In addition, I hereby release the University to the fullest extent permitted by applicable law, from any and all claims or causes of action that could arise in connection with my work.
3. _____ If employing a current Montclair State University student as a PCA, I understand that the employment relationship between myself/my family and the current student PCA does not impact either student's financial responsibilities related to tuition, student fees, University Housing, and required meal plans. I also understand that employment as a PCA is not required nor applicable to degree or course requirements or academic standing for either student.
4. _____ I understand that it is my responsibility to ensure the PCA registers with the DRC prior to employment; inform the DRC of PCA personnel changes and; develop alternative and emergency plans of action should the regularly assigned PCA be unavailable to work or terminated.
5. _____ Upon contracting with the PCA and prior to beginning employment, I agree to discuss with the PCA the type of assistance and tasks required to meet my needs for independent living as supported by documentation provided to the DRC.
6. _____ I understand that it is my responsibility to direct all activities of the PCA and ensure the PCA is fulfilling his/her responsibilities for care.
7. _____ I understand that in the classroom/lab/studio, the PCA is not a participant in the learning environment. Therefore, I will not request the PCA to ask questions, make comments, take notes unless required as an accommodation for the student's disability, complete course requirements or engage in any behaviors that are not directly in support of the student.

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8. _____ I will not request the PCA complete my academic coursework, including completing any class assignment, taking tests, etc.

9. _____ I understand the PCA may be subject to removal from the residence halls or academic classrooms/labs/studios, removal from the University campus, loss of privileges or any other action the University considers appropriate in the event the University decides that the PCA has acted in a manner inconsistent with the above or falsified any information on this or the PCA Agreement.

10. _____ I understand the PCA may not begin employment, reside in University housing or provide services as a PCA on the Montclair State University campus until execution of the *Personal Care Attendant Agreement*, *Personal Care Attendant- Student Agreement* and the foregoing conditions are satisfied.

By initializing each paragraph above and signing this agreement, I am certifying that I received, read and agree to comply with the Montclair State University *Personal Care Attendant Policy*, all information about me included on this form is true and correct, and I agree to the terms of this Agreement.

Student Name:
CWID:
Student Signature:
Date:
Disability Resource Center Director Name:
DRC Director Signature:
Date: