



Application for Learning Through Listening® (LTL®)

INDIVIDUAL MEMBERSHIP

Eligibility and Registration

Anyone with a documented print disability, such as a learning disability, visual impairment or other physical disability is eligible to become a registered member with RFB&D®. To register as an individual member, you or your school should complete and return this form with a \$65 registration fee and a \$35 annual membership fee. Memberships are for 12 months and may be renewed for \$35.

How to Register

To register as an individual member, you or your school should do the following:

1. Complete all sections of RFB&D's Individual Membership Application Form. An incomplete application may cause a delay in processing.
2. **Be sure to sign Section 4 of the application, and have a certifying professional complete and sign Section 5.**
3. Include \$100 payment (\$65 registration fee plus \$35 annual membership fee).
4. Send application and payment to:
RFB&D
Attn: Member Services
20 Roszel Road
Princeton, NJ 08540
5. For credit card orders or purchase orders, you may fax the application and payment to **609-987-8116**.

An accessible version of this form is available online at www.rfbd.org.

Memberships are typically processed within three business days of receipt of application and payment. You will receive a Welcome Packet in the mail within three weeks containing information about your membership.

Cancellations

Members may cancel their membership for a full refund within 90 days of registration, as long as any books borrowed are returned. Cancellations made after 90 days will forfeit membership and registration fees.

Tools for Success: Audiobook Players and Accessories

In order to play RFB&D's audiobooks, you will need to use specially adapted CD players or software or four-track cassette players. RFB&D offers for non-profit sale a complete line of these specialized players and accessories. Visit www.rfbd.org for more details or contact RFB&D's Member Services department at **800-221-4792**.

Applicant's Name: _____

SECTION 5 DISABILITY CERTIFICATION (REQUIRED)

Option 1

Please have the following certification completed by a qualified professional in the field of disability services, special education, medicine or psychology. The certifier must be a recognized expert who attests to the physical basis of the visual, perceptual or other physical disability that limits the applicant's use of standard print.

Appropriate certifying experts may differ from disability to disability. The following lists examples of professionals who are qualified to certify an RFB&D applicant. It is in no way a comprehensive list. If you have any questions about who is a qualified certifying professional, please call RFB&D's Member Services department at **800-221-4792**.

- In the case of blindness and visual impairments, an appropriate certifier may be a physician, ophthalmologist, or optometrist.
- In the case of a perceptual disability, a neurologist, learning disability specialist or psychologist with a background in learning disabilities may be the most qualified certifying professional.
- The following professionals or individuals are NOT typically qualified to attest to the basis of a disability which limits the applicant's ability to effectively read standard print, unless they have a background in one of the above areas of expertise: principals, vice-principals, guidance counselors, general education teachers, librarians.

Option 2

If you are receiving services from The National Library Service for the Blind and Physically Handicapped (NLS) or its cooperating network libraries, we will accept a signature from one of their librarians in place of Option 1. For applicants in Canada or the United Kingdom: If you are registered with the Canadian National Institute for the Blind (CNIB) or the Royal National Institute for the Blind (RNIB), you may send proof of this registration in place of the information requested above. Note that RFB&D does not offer distribution of RFB&D's AudioPlus® books on CD outside of the United States, except to U.S. citizens who are temporarily residing abroad.

Certification Statement

I attest to the physical basis of the visual, perceptual or other disability limiting the applicant's ability to effectively use standard print. I also attest to my competency to make this certification.

Name of Certifying Professional: (Print) _____

The following information is required in order to process applicant's membership:

Signature _____ Date _____

Title/Professional Specialty _____

Place of Employment _____

Address _____

City _____ State _____ ZIP/Postal Code _____ Country _____

Daytime Telephone _____ E-mail _____

NOTE: All information on this application is considered confidential. RFB&D does not sell to, trade to, or otherwise share member information to any third parties; however, in conjunction with RFB&D's funding programs, aggregate data may be provided to agencies and institutions when needed for verification purposes or to illustrate the extent of services rendered. You may also receive communications regarding RFB&D's product and services, and information on ways you can help RFB&D's mission.

Applicant's Name: _____

SECTION 6 SELECTION OF INDIVIDUAL MEMBERSHIP TYPE (REQUIRED)

Schools that have identified RFB&D’s recorded books as an appropriate accommodation for students are required to provide access to RFB&D’s recorded books in compliance with federal disability legislation including the Individuals with Disabilities Education ACT (IDEA) and Section 504 of the Rehabilitation Act of 1973.

Option 1

If you are in school and have a documented print disability, choose the **Student Individual Membership** option and submit this completed form to the school for payment. Please note that schools may be registered as an RFB&D Learning Through Listening Institutional Member, through which the applicant’s needs may be met. A school may decline payment for a Student Individual Membership if it believes its own LTL Institutional Membership offers the applicant an appropriate accommodation.

Option 2

Alternatively, by selecting the **Personal Individual Membership** option, the applicant elects to pay membership fees directly to RFB&D. Applicants may choose this type of membership for a variety of reasons. For example, they may wish to borrow books that are not part of their schools’ curricula, they may not wish to disclose their disabilities to their schools, their schools may not recognize their disability, they may not be enrolled as students, or they may have other personal needs.

For more information on the rights of students with disabilities, visit the US Department of Education, Office of Special Education and Rehabilitation Services at www.ed.gov/offices/OSERS. You may also call the US Department of Education at **800-872-5327**.

PLEASE SPECIFY TYPE OF MEMBERSHIP for _____ (applicant’s name)

Student Individual Membership (Option 1)

My school will pay for my membership (*A Check or Purchase Order from the school in the amount of \$100 must be attached*)
NOTE: If your school has indicated that RFB&D’s audiobooks are an appropriate accommodation, but declines to support the payment of membership fees, please call **800-221-4792**.

Personal Individual Membership (Option 2)

I will pay for my membership personally (Please include payment in the amount of \$100)

Financial assistance is available to eligible members. Please contact RFB&D’s Member Services department at **800-221-4792** for more information.

Applicant's Name: _____

SECTION 7 ORDER FORM

MEMBERSHIP FEE (\$65 Registration + \$35 Annual Fee) = \$100

Membership Fee
Entitles member to 35 audiobooks/year

\$100

EQUIPMENT RFB&D's audiobooks require specialized playback equipment. Visit www.rfbd.org for additional product information on our audiobook players and software, or call RFB&D's Member Services department at **800-221-4792** for more details and recommendations from our knowledgeable staff. You can get started immediately by ordering your player(s) now!

QTY _____ Model _____ Price _____
QTY _____ Model _____ Price _____

Equipment Total

BOOKS Visit www.rfbd.org to search online or call RFB&D's Member Services at **800-221-4792** for book ordering assistance.

I would like to order the following books:

Title	Author	RFB&D Shelf #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

List additional books and preferred shipping method for them on a separate piece of paper.

Note: RFB&D's audiobooks are shipped **FREE MATTER** which takes approximately two weeks to arrive. If you would like to pay for UPS Ground shipping, please check (✓) below.

UPS Ground	Free Matter
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

SHIPPING To calculate shipping, add the following:

Pieces Equipment
+ # Books Shipped UPS
= Total items
1-5 items = \$6.50
6-15 items = \$11.50

NOTE: For 16 or more items, or for other shipping services, including overnight, call 800-221-4792.

Shipping Total

Membership Fee Total

\$100

Equipment Total

Shipping Total

Grand Total

SECTION 8 PAYMENT INFORMATION

Method of Payment

- Check (payable to RFB&D)
- MONEY ORDER
- PURCHASE ORDER/VOUCHER (Please attach)
- VISA
- MASTERCARD
- DISCOVER
- AMEX

Credit Card Number _____ Expiration: Month _____ Year _____

Credit Card Authorization Signature _____

Policies and prices are subject to change without notice.

Thank you for completing RFB&D's Membership Application. We look forward to serving you!

© 2006, Recording for the Blind & Dyslexic, Incorporated. All rights reserved
®, ™ "Recording for the Blind & Dyslexic," "RFB&D," "Learning Through Listening," the Heart and Headphones Design, and all trademarks and trade names are proprietary to Recording for the Blind & Dyslexic, Incorporated.

SC-INDIVAPP
Rev. 1/06