EMAIL FORM

NSW Department of Education

Phone (02) 7814 3124, 0437868443

INTERPRETER FUNDING REQUEST (ASSIGNMENTS OVER 3 HOURS)

PLEASE NOTE: SCHOOLS MUST GET APPROVAL **PRIOR** TO BOOKING AN INTERPRETER FOR MORE THAN 3 HOURS

Instructions: Follow the instructions below to request funding approval for assignments of over 3 hours. For further information email interpreting@det.nsw.edu.au or phone 7814 3124, 0437868443.

1. Complete form and email to interpreting@det.nsw.edu.au (Fields marked with an *asterisk are mandatory)
2. If approved, Multicultural Education will email you Interpreter Approval Form/s
3. For bookings with Multicultural NSW, Deaf Society or Hunter New England Health, email the Approval form/s to the address shown on the Approval form. For bookings with TIS National or Wollongong City Council please write the Funding Approval Number in the specific requirements for appointments field.
4. Check bookings, if required. (See phone numbers below.)

Note: A separate Interpreter Funding Request Form is required for each interpreter request. Allow up to 5 working days to book your interpreter for languages that are not common.

A. Interpreting service provider

Click the arrow to choose one of the following service providers

Choose one from the list below

Insert name of other provider, if applicable

B. Contact details

*Name of school/education office

*Contact person

*Contact person position

*Contact person phone

*Contact person email address

C. Assignment details

Details of person requiring interpreter, if known

Family name

Given name

*Type of assignment

*Specific location of assignment

*Date of assignment *Start time *Finish time

*Language required

Special requirements

NSW GOVERNMENT

Insert name of authorising officer below

*Date

Telephone Interpreter Service

Phone number 131 450
Client code C018294

Phone numbers to check bookings

TIS National	**1300 655 820**	Hunter New England Health	**4924 6285**
Multicultural NSW	**1300 651 500**	Wollongong City Council	**4227 7650**
Deaf Society	**8833 3611**		