

# Tutor Request Form

coast  
mountain  
college



Student Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Student #: \_\_\_\_\_

## Focus for Tutoring

Specific course(s): \_\_\_\_\_

Other: \_\_\_\_\_

## Terms of Tutoring Services

### Attendance

To be eligible for tutoring, you must maintain satisfactory attendance in your classes, and make considerable effort to keep up with homework and assignments. Poor attendance may result in cancellation of tutoring services by the Accessibility Coordinator.

### Lateness and Missed Appointments

The student should let the Accessibility Coordinator or tutor know 24 hours ahead of a tutoring appointment for cancellation, if possible. Two missed sessions in a row may result in cancellation of tutoring services by the Accessibility Coordinator. No adjustment will be made for lost time if the student is late for a session. If the tutor is late for a session, it will be extended or an alternate time will be arranged by mutual agreement to compensate for the lost time.

### Limitations

The tutor is not responsible for teaching new course material. The tutor's role is to provide support with concepts already learned. The tutor can assist with concepts covered in a class assignment, but cannot assist the student to complete assignment questions. The tutoring provided does not make any promises or warranties with regards to a student's performance as a result of any tutoring provided.

**Authorization**

I give the Accessibility Coordinator and my tutor(s) permission to speak to my instructor(s) in order to establish my learning goals.

**Acknowledgment of Terms and Release of Information**

I have read and agree to the terms above, and I authorize Accessibility Services to release this form to the tutor for the purposes of tutoring.

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

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