Date: ________________________  Student Name: ____________________________________________

Banner ID#: @________________   abc123: ___________________

Phone #: ________________________  Email: ____________________________________________

Course & Title: _________________________________________________________________

The student named above has requested Individual Tutoring sessions for the _____________ semester and are scheduled for __________________ (day(s)) at __________________ (time) with ___________________ (tutor) starting ___________________. In addition, the student commits to attend drop-in tutoring a minimum of ________________ hrs. per week to work on course materials.

I understand that I must follow the policies below in order to continue receiving Individual Tutoring sessions during the semester shown above.

1) Individual Tutoring sessions are limited to two (2) fifty (50) minute sessions per week and are restricted to the course shown above.
2) Students must attend Individual Tutoring sessions prepared to work on specific topics/problems.
3) Tutors cannot/will not work on any course materials that are turned in for a grade.
4) Information records about sessions will be maintained by tutor for review by the Tutoring Services’ staff.
5) Session cancelations must be made at least 24 hours in advance. Missed appointments cannot be made up.
6) Missing a scheduled appointment without prior notification or being more than ten (10) minutes late will be logged as a “No Show.”
7) Three (3) “No Show” appointments within a given semester will result in loss of remaining tutoring appointments and will revoke the privilege for the remainder of the semester.

I understand not following these policies will result in loss of Individual Tutoring privileges. By signing below, I understand and agree to abide by the policies listed above.

_________________________________________  _________________________
Student Signature                  Date

_________________________________________  _________________________
Tutoring Services Staff Signature   Date