

REQUEST FOR PRIVATE TUTORING

THE
MATHEMATICS & SCIENCE CENTRE
AT VANIER COLLEGE

Today's Date: _____

Name: _____ ID #: _____

E-Mail: _____ Phone #: _____

Program: _____ Semester: _____

I NEED HELP WITH:

Preparing for tests Review of content and concepts Keep up with pace of course

Other: _____

Course Title(s): _____

Professor(s): _____

Hours available for tutoring:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

How did you find out about our Private Tutoring Services?

TUTOR INFORMATION

Tutor Assigned: _____ Date Contacted: _____

Other Tutees: _____

Days/Hours of Tutoring: _____

Location of Tutoring: _____

Total Number of Hours Tutored During Semester: _____

Total Number of Hours Tutored Paid : _____

Date Started: _____

Date Ended: _____

Signature - MSC Coordinator

Date Approved

Terms of Agreement for Private Tutoring

PLEASE READ CAREFULLY AND SIGN BELOW

- You will be allowed a **maximum of ten (10) hours** of private tutoring per semester.
- You will arrange to meet with the tutor at a mutually convenient time and location.
- If you are unable to attend a scheduled tutoring session, you will **call or email your tutor AT LEAST one night in advance.**
- If you miss more than 2 tutoring sessions, without having advised my tutor ahead of time, you will no longer be allowed to use the private tutoring services.
- You will arrive to the tutoring sessions on time and come prepared to learn with questions, books and homework.
- You will not expect the tutor to do your work for you.
- You understand that you will be required to pay **\$2.00** directly to your tutor for every hour of tutoring.
- You understand that the Math and Science Centre **will make every effort** to match you with a qualified tutor and it cannot guarantee that a tutor will be available for every request.
- At the **last tutoring session, you agree to fill out an evaluation form** and return it to the Math and Science Centre office F540B.
- You will inform the coordinator of the Math and Science Centre, in F540B, as soon as possible if I have any problems or concerns.

**YOU HAVE READ THE ABOVE AGREEMENT AND UNDERSTAND THAT
FAILURE TO COMPLY WITH THESE TERMS MAY RESULT IN MY
DISMISSAL FROM THE TUTORING SERVICES.**

Student's Signature

Date Signed