

Tutor Application Form

Please note: The Peer Tutoring Coordinator will contact you to make an appointment. Applications are subject to funding approval once all required documentation has been completed.

LAST NAME: _____ FIRST NAME: _____ STUDENT #: _____

ADDRESS: _____

PHONE #: _____ CELL #: _____ EMAIL: _____@stclaircollege.ca

PROGRAM: _____ YEAR: 1 _____ 2 _____ 3 _____

TUTOR AGREEMENT

PLEASE READ VERY CAREFULLY

- I am a full-time student and have an interest in helping other students.
- I am aware that I require a GPA of 3.0 or higher and an A in the course I wish to tutor, and that my grades will be verified by Tutoring Services.
- I will provide faculty reference signatures.
- I will attend the required Tutor Orientation/Training session.
- I will attend my classes, do my homework and maintain my grades.
- I will be on time and prepared for my scheduled appointment(s).
- I will assist the student(s) with the understanding of their course material.
- I will not do the student(s) homework or assignment(s).
- I will inform Tutoring Services if I have any concerns or issues regarding procedure or my student(s).

CANCELLATION POLICY:

If I must cancel an appointment, I will contact my student(s) **24 hours** in advance (whenever possible) and attempt to re-schedule the appointment for the same week. Additionally, I will notify a member of the Peer Tutoring team **24 hours** in advance (whenever possible) by email or by calling **519-354-9714**: Mary Beth, Peer Tutoring Coordinator, **extension 3215**, mbrush@stclaircollege.ca or Carolyn, departmental secretary, extension **3306**, cmcrobbie@stclaircollege.ca

I understand that if I frequently miss, cancel or come unprepared for my appointments, I may be required to meet with the peer tutoring coordinator in order to continue in the peer tutoring program.

I HAVE READ THE ABOVE AGREEMENT AND UNDERSTAND THAT FAILURE TO COMPLY WITH THESE TERMS MAY RESULT IN A WITHDRAWAL FROM THE PEER TUTORING PROGRAM

STUDENT SIGNATURE _____

DATE _____

PLEASE INDICATE WHEN YOU ARE AVAILABLE FOR TUTORING BY MARKING AN "X" IN ALL AVAILABLE TIMES

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						
6:00						
7:00						
8:00						