



TUTOR REQUEST FORM

Student information

Complete Name: _____

Student number: _____ Phone/Cell: _____

Program: _____ Date of request: _____

Course or courses you need help with

Name of teacher: _____

Grade average in this class (approx.): _____

Why I feel I need help (improve my grade by % for example):

Before asking for a tutor, I completed the following steps

- I have met with my teacher.
- I am aware of the various workshops available to me and have used them.

My availabilities

Days and time, you are available to meet with your tutor (example every Monday at 3:00pm) you must give us all the free periods in your schedule where you can meet with a tutor. The more you provide the quicker and easier it is to find you a tutor.

Guidelines

- We will send you an email with the name of your tutor as well as the date and time for your first appointment.
- A study room will have been reserved for you. After this first appointment, should you not feel this match is right (does not have the same availabilities, not familiar enough with the course etc.), let us know and we will find another tutor. If this tutor is satisfactory to you, you will set your own appointments for the next 5 tutoring sessions.
- Your progress will be monitored after a maximum of 5 meetings.
- Always remember, a tutor is not a teacher. They are an additional “tool” to help you succeed.
- **YOU MUST MEET REGULARLY WITH YOUR TEACHER.**

I have read and understood the tutoring program guidelines

Student signature

Date