

Tutee Contract

I, _____, understand and agree to the following conditions:

- I will be prepared; complete reading assignments; complete homework to the best of my ability; bring course syllabus, textbook, notebook, etc.
- I will have prepared questions to discuss with the tutor
- I will not expect the tutor to do my homework
- I will attend all of my classes – tutoring is not a substitute for regular class attendance
- I will not expect the tutor to replace my professor
- I will provide my tutor ample notification in the event that I must cancel a tutoring appointment. If advanced notice is not given, I understand I may be dropped from the program after two “no show/no call” appointments.
- I understand that tutoring will supplement my hard work, organization and sincere effort to succeed.

Signature: _____

Date: _____

Tutor Request

Please complete the form below with accurate information. In order to honor your request, this form must be completed in full. Incomplete forms will be returned to you and may delay you receiving a tutor. Also, please be prepared to provide your available times for tutoring. Thank you!

Date:			
Name:			
800#:			
Email:	@alfredstate.edu		
Curriculum:		Curriculum Code:	
Course Name:			
Course #:			
Professor:			

My difficulty in the course(s) is: **Understanding Material** **Study Tactics** **Other**

For Office Use Only

Tutor Assigned:

HEGIS Eligible:

Date Assigned: