

Center for Academic Services

Tutor Bank Request

Date _____
Name _____ Student ID# _____

Box _____ Phone _____ e-mail _____

Title of Course _____

Name of Professor _____

Please fill out the attached form and take it to student accounts. You will be sent the name of a tutor via e-mail or campus mail as soon as we receive from you the receipt from student accounts. Please note that tutoring is only available in five hour blocks and the CAS will only make refunds of 5 hour blocks. We will not refund partial blocks of time. Refunds are by student request only, except in cases where the Center can not fill a tutor position. Refund requests must be processed by June 1 of this academic year.

FOR CAS USE ONLY.:

Action checklist

- Tutor Selected
Name _____
- Confirmation received from tutor that first session has been scheduled:
Time _____
Date _____
- Contract agreement received.
- Contract Complete Date