TUTORIAL CONTRACT FOR STUDENTS

If you request a tutor, you…

❖ Agree to contact your tutor after receiving his or her telephone number from the Tutorial Office.

❖ Agree to meet regularly with the tutor. This means meeting *at least once every two weeks*. If you do not meet regularly with your tutor, your tutor will be taken from you and assigned to someone else.

❖ Agree to contact the Tutorial Office at the UALRC when and if you either withdraw from the class or decide you no longer need to meet with the tutor.

❖ Agree to call or email the Tutorial Office if there are any problems with your tutor.

❖ Agree to give your tutor 24 hours notice when you need to cancel an appointment. (Voice mail messages left an hour before the meeting are not acceptable.)

I agree to these conditions: _____

<div align="center">Signature   Date</div>

_____

<div align="center">Print your name here</div>

UALRC Tutor Request Form

☞ **Before filling out this form, you must read and sign the "Student Contract" form.**
☞ **Tutor assignments are usually filled within two weeks of your request.**

STUDENT INFORMATION

Are you affiliated with the UALRC? ☐ Yes ☐ No   Today's date: _____

Student ID #: _____

_____	_____	_____
Last Name	First Name	Middle Name

_____		_____
Local Address		Telephone

_____	_____	_____
Major	Class (Year of Graduation)	Native Language

_____	_____	
E-mail address	Your Signature	

COURSE REQUEST

Please list the exact name and number of the course. For example: Math (course name) 127 (number).

Course & number:	*For office use only:*		
	Tutor:		
Professor's name:	☐ tutor contacted (☐e ☐v)		
	☐ tutor confirmed		
TA's name:	☐ student contacted		
	☐ entered in database		

Course & number:	*For office use only:*		
	Tutor:		
Professor's name:	☐ tutor contacted (☐e ☐v)		
	☐ tutor confirmed		
TA's name:	☐ student contacted		
	☐ entered in database		

Course & number:	*For office use only:*		
	Tutor:		
Professor's name:	☐ tutor contacted (☐e ☐v)		
	☐ tutor confirmed		
TA's name:	☐ student contacted		
	☐ entered in database		

If you have any comments or special requests, please tell us about them here ✎