Date RCVD (office use only) __________

Cost Information:

- Weekly Individual Tutoring: $90 per course, per semester
- Weekly Group Tutoring: $45 per course, per semester (5 or less students per group)

Please Note: Payment due before first tutoring session in the form of cash or check made payable to Biola University. Payment is not required for submission of request form.

Name________________________________  ID#___________________________

Cell Phone#________________________________________________________

Level/Year       FR   SO   JR    SR    BOLD    Grad    Major_____________________

Class Name________________________________________________________

Professor:________________________________________________________

Comments:________________________________________________________

I am requesting:  Individual Tutoring($90)________  Group Tutoring($45)________

Hours Available to receive Tutoring (please include ALL available times, including evenings or weekends)

Mondays ________am/pm TO ________am/pm
Tuesdays ________am/pm TO ________am/pm
Wednesdays ________am/pm TO ________am/pm
Thursdays ________am/pm TO ________am/pm
Fridays ________am/pm TO ________am/pm
Saturdays ________am/pm TO ________am/pm
Sundays ________am/pm TO ________am/pm
Tutoring Agreement
Please read and sign before submitting request

In order to provide quality service to our clients, it is important that each student abides by the following guidelines:

1. **Keep all scheduled appointments.** If for some reason you cannot attend, you need to call the Learning Center the day before to cancel the session. Please provide at least 24 hours notice from the time you call to the time of your scheduled appointment. The Learning Center staff reserves the right to cancel all tutoring privileges after two missed sessions.

2. **Be on time for sessions:** When meeting at the pre-arranged location, both clients and tutors are asked to observe the “15- Minute” rule. If the tutor has not arrived in 15 minutes, please inform the Learning Center staff so they can notify them.

3. **Arrive prepared for each session** with materials and completed work previously recommended by the tutor.

4. **Be aware that tutoring will officially end the week before finals.**

5. **Pay the appropriate fees for tutoring before sessions begin.** Fees should be paid at the time this form is signed and submitted. Fees are as noted on the top of this form. Please Note: There are no Refunds. In order to maximize the benefit of your tutoring experience, you are expected to attend all sessions for the entire semester. The Learning Center staff may make allowances for external circumstances.

“I have read and I understand the Tutoring Agreement and will be responsible and abide by it.”

Name___________________________ Date___________________________

-----------------------------------------------------------------------------------------------------------------------------

**Office Use Only:**

Request Taken By___________________________ Payment Date/Amount __________

Date Filled __________ / ______ / ______

Tutor Name___________________________ Day/Time of Meeting________________

Starting Date __________ / ______ / ______

Group Session/ One on One

Date of payment __________ / ______ / ______