Please bring completed form to the Learning Center located in Vanderlyn Hall, Room 247 or fax it to 845-687-5083 or email it to lac@sunyulster.edu.
Tutorial Contract

There are a limited number of tutors available. Therefore, studying with a tutor is a privilege. By completing this form you are making a serious commitment and must agree to the terms of the contract stated below.

1. I will attend assigned tutorial sessions.
2. I understand that tutorial sessions may be limited to one hour per week per course.
3. I will be responsible for bringing my assignments, my class lecture notes, and my textbook to the tutorial session.
4. My tutor can review my material with me and help me answer my questions, but he/she will NOT do my assignments for me.
5. I will come on time and prepared for each session, having attempted to do my assignment(s) and be able to demonstrate that effort to my tutor.
6. If I have a legitimate reason for missing a tutorial session, I will notify my tutor or the Coordinator of Tutorial Services twenty-four hours in advance if at all possible. Two unexcused absences and/or frequent tardiness can mean loss of tutorial privileges.
7. I will notify my tutor and/or the Coordinator of Tutorial Services if I no longer need an individual tutor.
8. I will report any problems to the Coordinator of Tutorial Services.

I understand that failure to comply with these criteria can mean dismissal from the program.

REMEMBER: Tutors cannot replace your instructors or missed lectures!

I have read and understand all the statements above. By signing here, I am willing to adhere to the criteria of the program.

_____________________________  ______________________________
Student Signature                Date

_____________________________  ______________________________
Coordinator of Tutorial Services or  Professional Tutor Signature
Date

UPON COMPLETION OF THIS FORM, THE COORDINATOR OF TUTORIAL SERVICES WILL CONTACT YOU TO DISCUSS YOUR TUTOR REQUEST!

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