**Tutor Request Contract**

Please read the following information carefully as it outlines the rules and policies that surround requesting a tutor. Bring this contract with you to your tutor session and submit to your assigned tutor.

**My Appointment Information**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject/Course Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tutor Assigned:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Schedule Appointment Time:\_\_\_\_\_\_ to \_\_\_\_\_\_\_ AM/PM Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Late Policy**

Arrive on time. Your time and the tutor’s time are both equally valuable. Your appointment is scheduled for the specified time listed above only. If you need additional time beyond the specified time above, please complete a new request form.

If you expect you will be late, please email the tutor prior to your appointment. You would have to agree to communicate with the assigned tutor in other ways other than email. Information was emailed to your WSU email.

**No Show Policy**

Two no-shows in one semester will result in you losing the privilege to be able to request a tutor for the remainder of the semester. You may still utilize the tutoring center during scheduled tutoring hours.

**Cancelation Policy**

If you are not able to attend your tutoring session, you are required to notify the Academic Advising Center 24 hours from your appointment. You can reach the Advising Center at tricities.advising@wsu.edu or call 509-372-7035.

Failing to notify the Academic Advising Center will result in losing the privilege to request tutors for the semester. You may still utilize the tutoring center during scheduled tutoring hours.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understand the information provided above. By signing this contract, I agree to abide by said policies and information provided.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tutor Signature Date