

CENTER FOR ACADEMIC ENRICHMENT
AND OUTREACH
TUTORING PROGRAM
SSC 317
895-4782
<http://www.unlv.edu/studentserv/caeo/tutor/>

BURSAR'S OFFICE ONLY
2220-236-2608-7801
Fee: _____ Date: _____
Receipt #: _____

.....
ATHLETIC ASSIGNMENTS ONLY
Fee: _____ Date: _____

UNLV TUTEE CONTRACT AND REQUEST

Please read the terms of this contract on the back of this form.

I verify that I have read and understand all of the terms of this contract.

Tutee Signature

Date

.....
You must complete the following request before a tutor will be assigned. Please print all information.

Course requesting tutoring: _____
(ONE CLASS PER REQUEST)

Date: _____

Type of Tutoring Requested (circle one below) HOURLY TUTORING IS A MINIMUM OF FIVE HOURS

Individual Package/Individual Hourly (one to one)

Group Package/ Group Hourly (2 to 5 tutees in the group)

Lab Package/Lab Hourly (drop-in, i.e., Math Express)

Number of hrs/wks requested: _____

Name: _____
Last First

SS#: _____

Local Address: _____
Street City State Zip

E-Mail Address: _____ **Phone:** _____ **Cell:** _____

How will you pay for tutoring?

CAEO Advisor Signature: _____ (REQUIRED) Program: _____

UNLV Athletic Advisor's Signature: _____ (REQUIRED) Sport: _____

Other: _____

I will pay at the Cashier's Office (**THERE ARE NO REFUNDS**)

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Contact information:

Date: _____ Comments: _____ Date: _____ Comments: _____

Date: _____ Comments: _____ Date: _____ Comments: _____

Date: _____ Comments: _____ Date: _____ Comments: _____

The tutee's responsibilities are as follows. Please read them carefully.

1. Students must be willing to devote the time and effort to be successful in the course in which they are being tutored. Tutees need to be active participants and follow through on the assignments made with the tutor for every session.
 2. Tutees are to be punctual, keep each appointment and if a cancellation is necessary, give a minimum 24-hour notice prior to the appointment by calling the tutor. If there are two unexcused absences, tutoring will be cancelled. If a student is more than 20 minutes late, the session is considered a "no show".
 3. Tutees need to dress appropriately during tutoring, consistent with what is appropriate in a classroom setting.
 4. Tutees must provide a course syllabus, class notes and exams to aid in the tutoring process. Make a concerted effort to come to each and every session prepared.
 5. All tutoring is to occur in an appropriate and public, academic setting. Tutoring should never take place in the home.
 6. Tutees should understand that tutoring is scheduled for 2 hours a week per subject for individual and group tutoring. Lab tutoring is unlimited in terms of hours, but is contingent upon the available space at UNLV. All tutoring costs \$10 an hour for UNLV students and \$20 an hour for community members. Semester packages are also available to those who would utilize up to 3 hours a week over the life of the term.
 7. Some students may qualify for free tutoring if they belong to a UNLV/CAEO sponsored program.
 8. Tutees must notify their tutor and/or the CAEO Tutoring Office if he/she withdraws from the class.
 9. Tutees must complete a Tutee Contract and Request Form for each class they are requesting.
 10. THERE ARE NO REFUNDS.
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Tutoring is not a replacement for the classroom. It is a supplemental support program to clarify or explain course materials that are presented in class.

White-Tutoring Office, Green-CAEO Budget, Yellow-Advisor/S-F Student