# Tutoring Contract

## Fall 2013 (Updated)

Please initial every statement once it has been read and explained.

<table>
<thead>
<tr>
<th>Tutor</th>
<th>Student</th>
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- Tutoring sessions are **50 minutes** long.
- All GS students can schedule up to 2 tutoring appointments per week, up to 14 days in advance. Back-to-back appointments are not permitted.
- You must bring a copy of your syllabi and any other relevant course material, including your textbook and notebook.
- Before attending your tutoring session please read your textbook, attempt your homework problems & come prepared with specific questions and goals.
- It is ARC policy to **not go over homework problems** during a tutoring session, however we will go over concepts and practice problems that are similar.
- There are no tutoring sessions 11/4, 11/5, 11/28, or 11/29 for university holidays.
- The last day of tutoring will be Wednesday, December 11th.
- If you need to cancel an appt please do so on WCOnline and contact your tutor 24 hours before the appt.
- If a tutor cancels an appointment, the ARC will notify the students as soon as possible via e-mail.
- **Missing three or more tutoring sessions (whether cancelled less than 24 hours in advance or no show) will result in being taken off the tutoring schedule for the semester.**
- If at any point during the semester you are not satisfied with tutoring, please leave specific feedback on a Tutoring Survey, which can be found at the front desk.

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I, ______________________ have reviewed the ARC tutoring contract with my tutor, ______________________ and understand and will comply with the above mentioned policies and procedures and have received a copy for my records.

Please sign:

Tutor: _____________________________________________________________________

Print Name & UNI Sign Date

Student: ___________________________________________________________________

Print Name & UNI Sign Date