

UNOH TUTORING AGREEMENT

IN REQUEST OF A TUTOR, I UNDERSTAND AND AGREE TO THE FOLLOWING TERMS:

- I will read the required material before my tutoring session.
- I will attempt my homework before my session and come prepared with any questions that I have about the assignment or class.
- I understand that tutoring is \$8.15/hour and I **must pay \$4.00** and the university will pay \$4.15. (Tutoring fees are billed through the cashier's office)
- I will show up to my scheduled tutoring appointments.
- **If I do not show, I understand that I will be charged for 15 minutes**, if I have not contacted the tutor or a member of the Student Success Department Staff.
- If I am unable to make a scheduled tutoring appointment I will contact my tutor, Danielle McClure (419-998-3157), or Tracey Harris (419-998-8823).
- I understand that if I miss two (2) times without calling, my tutor and tutoring times can/will become void.
- **I understand that a tutor may not be available for every class, but the Student Success Department will try to find me a suitable tutor for the course(s) I have requested.**

I have read the above and agree to the terms set. I also understand that if my tutoring fees are not paid in full when I seek another tutor, I can be refused a tutor until the fee is paid.

PRINTED NAME: _____ DATE: _____

SIGNATURE: _____ STUDENT #: _____

TELEPHONE #: _____

COURSE(S): _____

FOR OFFICE USE ONLY

TUTOR: _____ TUTOR #: _____