



SEMINOLE TRIBE OF FLORIDA
Center for Student Success and Services

Higher Education Tutor Request Application School Year 2017 - 2018

***Tutoring will begin no earlier than September 5, 2017.

Student's Name: _____

Member ID#: _____

Student is enrolled in the following program: [] Higher Education

[] Adult Basic Education

Name of School: _____

Classification: _____

Academic course(s) in which student needs tutoring:

(Tutoring is only provided for Developmental or General Education Level 100 courses)

1) _____

2) _____

Reservation: _____

Tutoring Location: _____

Student Contact Information:

Name

Phone

Address

Email Address

Emergency Contact Information:

Name

Phone

Signature of Requestor: _____

Date: _____

For Official Use

Date Received: _____

[] Approved Number of Hours _____

[] Not Approved Reason: _____

Tutor Program Manager Approval: _____

Date: _____

(Signature)

Comments: _____

Tutor Information

Tutoring Company: _____

Tutor Name: _____

Date Assigned: _____

Location: [] Library [] Learning Center [] DSO [] PEC [] Other

THE EDUCATION DEPARTMENT DOES NOT PAY FOR UNEXCUSED ABSENCES NOR HOURS THAT HAVE NOT BEEN APPROVED



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The Education Department is pleased that you have decided to take advantage of the tutoring program for the 2016-2017 school year. Please read and initial all policies listed below for optimal program success.

1. I agree that attendance is important to reaching mastery and making academic gains, so I will attend all tutoring sessions on time and ready to learn. _____
2. Tribal member students qualify for four (4) hours of tutoring. Additional unapproved hours will be billed directly to the parent/guardian or student. _____
3. Attendance is the key to success; therefore, students must attend all scheduled tutoring sessions. _____
4. Students or parents **MUST** contact the tutor or tutoring company directly with any cancellations or attendance matters within two (2) hours prior to the scheduled session. (**Please note**, calling the Education Department does not suffice for proper cancellation). _____
5. The Education Department reserves the right to withdraw the enrollment of a student who accumulates more than three (3) unexcused absences (No Show). _____
6. The parent/ guardian of minor students will be responsible for reviewing and confirming tutoring hours for the student. Students who are eighteen (18) years of age and older will be responsible for reviewing and confirming their own tutoring hours. _____

Print Name

Student Signature

Date