

BSWD Tutoring Quote Form

INSTRUCTIONS

- A separate BSWD Tutoring Quote Form is required for each tutored course. If there is a change in tutors within a semester, a new form and tutor's resume must be submitted.
- Tutors will only be approved for courses in which there is a demonstrated disability-related impact.
- Tutoring hours per week cannot exceed weekly class time (*e.g. if a course is 3 hours per week, you cannot receive more than 3 hours of tutoring per week*). A base of **2 hours per week per course** is recommended.
- Contact your AAS Facilitator to discuss tutoring hours for online/distance education courses.
- **Keep a copy of this form for your records.**

STUDENT INFORMATION

First Name:	Last Name:	Student Number:
Facilitator:	Semester:	Course:

TUTOR INFORMATION

- Tutors may provide assistance with course content only, not with writing/editing, time management, organizational skills, learning strategies etc.
- Tutors must have taken or be taking the course themselves (peer tutor), or hold a degree, certificate or diploma in a related field.
- Tutors cannot be a spouse/partner, family member or friend of the student.

First Name:	Last Name:
Agency Name: (<i>if applicable</i>)	Address:
Email:	Phone:
Education & Qualifications:	
Tutoring Start Date:	Tutoring End Date:
# Weeks: (a)	# Hours /week: (b)
Rate /hour: \$ (c)	Total amount requested: \$ (a x b x c)

Student Signature:	Date:
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