

# 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.
- When requesting tutoring funding, please carefully consider your anticipated tutoring needs before submitting your request. Be sure to account for peak periods, such as midterms and final exams, when your availability or need for regular tutoring sessions may change. This helps ensure funding is used as efficiently as possible for all students
- 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 Code:    |

## 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: |
|--------------------|-------|