

**TUTOR APPLICATION FORM** Please return to the Educational Planner in Arts 1C9

Name: \_\_\_\_\_ I.D. #: \_\_\_\_\_

Program: \_\_\_\_\_ Year: 1 2 3 4 MA PhD

Laurier e-mail: \_\_\_\_\_ Fee/hour: \_\_\_\_\_

Local Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

I give permission for the Accessible Learning Centre (ALC) to release my contact information (email and phone number) to registered ALC students so that I can be contacted for tutoring reasons.

1. List the courses that you can tutor and the course mark you received (Note: a minimum course mark GPA of 9 is required).

Course code:	GPA:	Course code:	GPA:
◆ _____	_____	◆ _____	_____
◆ _____	_____	◆ _____	_____
◆ _____	_____	◆ _____	_____
◆ _____	_____	◆ _____	_____
◆ _____	_____	◆ _____	_____

2. What is your knowledge of the subject material?

Undergraduate  Graduate  Teacher  Other (please specify) \_\_\_\_\_

3. Tutors must have a minimum GPA of 9 (77% - 79%) in the courses you wish to tutor. Do you give the Accessible Learning Centre staff permission to access your Laurier academic transcript?

Yes  No  Not applicable

\*\*\*Please attach your current resume and Laurier transcript \*\*\*

Over ⇒

4. Why are you interested in the ALC's tutoring program? \_\_\_\_\_

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5. What are your skills and qualities that make you an effective tutor? \_\_\_\_\_

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6. What is your experience with students with disabilities? \_\_\_\_\_

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### **\*\*POLICIES\*\***

#### Payment

I understand that the student is responsible for paying me directly after a tutoring session. This is an independent relationship between myself and the student. I agree that the ALC will not assume responsibility for payment under any circumstances.

***I agree with the payment responsibility statement.***

#### Confidentiality

All student information that you receive as a tutor for the Accessible Learning Centre must be kept confidential. You are required to keep in confidence all ALC student identities as well the services and accommodations provided to them. It is understood you will respect the right to privacy of our students and use tact and discretion in all interaction with them.

***I agree to keep all information and names of students receiving services through the Accessible Learning Centre in strict confidence.***

#### Conflict of Interest

Persons who are in a familial, sexual, marital or financial relationship\* with an ALC registered student may not act as a tutor for that student. Should a student begin such a relationship with their tutor, the ALC should be informed immediately and alternative arrangements for tutoring will be made by the staff at the centre. \* University Policy 8.1

***I agree to comply with WLU's conflict of interest in my role as a tutor.***

*I understand that failure to adhere to the confidentiality or conflict of interest requirements may result in my discontinued involvement with the tutoring program.*

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Signature

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Date