

# CROWDER COLLEGE TUTOR APPLICATION

*Please Print Clearly*

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Address: \_\_\_\_\_  
Street
City
Zip

Phone (with area code): \_\_\_\_\_ Crowder Email: \_\_\_\_\_  
(Please check Crowder email regularly)

Have you tutored before? \_\_\_\_ Yes \_\_\_\_ No If you have tutored, where? \_\_\_\_\_

Subject(s) tutored: \_\_\_\_\_

Indicate below the course(s) you are interested in tutoring; include the corresponding grades and instructors. (**Note: you must have earned a "B" or higher in courses you want to tutor. Courses you are currently enrolled in and want to tutor must be approved by the tutor coordinator.**)

Subject	Grade	Instructor	Subject	Grade	Instructor

***Please read the following statements and sign below:***

- 1) I will attend all tutoring sessions according to the days & times established by the tutee and/or the tutor coordinator. Any change to the days and/or times of the tutoring sessions must be approved by the tutor coordinator.
- 2) I will complete FERPA training, as well as the necessary W-4 paperwork in the Human Resources office, before my first tutoring session.
- 3) I will come prepared for each tutoring session and bring any necessary materials. Additionally, I will attend various paid tutor trainings and workshops offered throughout the semester.
- 4) I understand that this arrangement constitutes a professional relationship and I agree to conduct myself accordingly.
- 5) I will check my Crowder email regularly and respond to calls and/or emails from the tutor coordinator within 24 hours.
- 6) I will contact the tutee(s) **and** the tutor coordinator as soon as possible (preferably at least 24 hours in advance) if I must cancel a tutoring session. I will document all no-shows or cancellations of myself or my tutee(s) on my tutor time sheet.
- 7) I understand that the tutoring pay rate is \$10.30/hr for individual tutoring and \$15/hr for group tutoring. Group tutoring must be approved by the tutor coordinator.
- 8) If I am unable to continue tutoring it is my responsibility to notify the tutor coordinator as soon as possible so he/she can find a replacement for my tutee(s).

Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*By signing your name, you indicate that you have read, understand, & agree to comply with the above statements.*