

**ROBESON COMMUNITY COLLEGE**  
**APPLICATION REQUEST FORM FOR TUTORIAL ASSISTANCE**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 Academic Program \_\_\_\_\_ Student ID No. \_\_\_\_\_

How did you find out about RCC's Tutorial Program?  
 ( ) Instructor ( ) Student ( ) Orientation ( ) Brochure/Poster ( ) Other (how?) \_\_\_\_\_

Complete the following questions:

1. List the subject(s) in which assistance is needed Name of Instructor

(1) \_\_\_\_\_ \_\_\_\_\_

(2) \_\_\_\_\_ \_\_\_\_\_

(3) \_\_\_\_\_ \_\_\_\_\_

2. Check as many reasons for seeking assistance from the tutorial program as they apply to you.

- Academic probation  Falling behind in my class  
 Improve grade standing  Advised to do so by my teacher

Please provide your class schedule as well as the hours you are free to be tutored in the grid below.

Hours	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 a.m. – 10:00 a.m.					
10:00 a.m. – 11:00 a.m.					
11:00 a.m. – 12:00 p.m.					<b>Closed</b>
12:00 p.m. – 1:00 p.m.					<b>Closed</b>
1:00 p.m. – 2:00 p.m.					<b>Closed</b>
2:00 p.m. – 3:00 p.m.					<b>Closed</b>
3:00 p.m. – 4:00 p.m.					<b>Closed</b>
4:00 p.m. – 5:00 p.m.					<b>Closed</b>
5:00 p.m. – 6:00 p.m.					<b>Closed</b>
6:00 p.m. – 7:00 p.m.					<b>Closed</b>

**Tutee's Agreement:**

I, \_\_\_\_\_ have requested academic tutorial services from the Tutorial Program at Robeson Community College, and have been oriented to the program and its procedures. I understand the following:

1. I understand that TLC cannot guarantee me a tutor for my subject, schedule, or a class grade.
2. I understand that I must come prepared to tutoring sessions by bringing my syllabus, lecture notes, textbooks, handouts, and homework.
3. I am aware that work completed in tutoring is for the purpose of skill development and is in addition to work assigned in class, and that my tutor will NOT do my work for me or assist me with tests or quizzes.
4. I understand that the tutor is required to wait 15 minutes if I am running late. After the 15 minute time frame has elapsed, it is the decision of the tutor to continue the session or to cancel.
5. I understand that if I must cancel or miss an appointment, I will contact the tutor or the tutor coordinator's office at least 24 hours in advance. I understand that I may no longer be eligible for tutorial services for the rest of the semester if I miss two appointments without notifying TLC staff in advance.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TLC Director: \_\_\_\_\_ Date: \_\_\_\_\_