Tutor Payment Form

Tutor Information

Name: _____

Student ID: _____

Course Number/Title: _____

Tutor Session Information

Name(s) of Student Receiving Tutoring Services	Date of Session List Separately	Hours*
Example: Jane Doe	*02/27/2016*	*2*
Jane Doe	*02/28/2016*	*1*

Total

Any student serving as a tutor or teaching assistant who has filed a tutoring contract with the Office of Student Affairs must submit their tutor payment forms to the Student Affairs and Admissions Coordinator no less than 5 business days before the end of each month in which the tutoring service was provided. For instance, if a student tutored multiple times throughout the month of October, then he or she must submit the tutor payment form by October 26th. The Office of Student Affairs will send monthly reminders of when to submit your tutor payment forms. Failure to adhere to the aforementioned tutor payment process may result in your tutoring services being denied payment.

Course Coordinator:

_____	_____	_____
Print Name	Signature	Date

Student Tutor:

_____	_____	_____
Print Name	Signature	Date

Student Tutee:

_____	_____	_____
Print Name	Signature	Date

Please submit completed form to the Office of Student Affairs and Admissions Coordinator, Jonathan Ballard (office 255)