

BSWD Tutoring Quote Form

INSTRUCTIONS

- Prepare a separate BSWD Tutoring Quote Form for each course in which a tutor will be used.
- Tutoring hours **cannot exceed 50%** of the number of course hours per week (e.g. if a course is four hours per week, you cannot receive more than two hours per week).
- Contact your AAS Accommodation 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 | | AAS Facilitator | |

TUTOR INFORMATION

- Tutors must provide help with content for student's postsecondary course(s).
- Tutors cannot provide assistance with time management, organizational skills, learning or study strategies or other supports not related to course content.
- Tutors must have either taken or be currently taking the course themselves (peer tutor), or hold a degree, certificate or diploma in a related field.
- Tutors will only be approved for courses in which the student experiences an impact from a demonstrated disability.
- Service provider cannot be a spouse/partner, family member or friend of the student.

| | | | |
|---|--|------------------------------------|---|
| Tutor Full Name | | | |
| Tutor Address | | | |
| Tutor Email | | Telephone | |
| Tutor Education & Qualifications (Agency name if applicable) | | | |
| Course | | Semester | |
| Start Date of Sessions (DD/MM/YY) | | End Date of Sessions (DD/MM/YY) | |
| _____ X Number of Weeks (A) | _____ X Number of Hours per Week (B) | \$ _____ = Rate per Hour (C) | \$ _____ Total Amount Requested (A x B x C) |

Student Signature: _____

Date: _____