



**CONTINUING EDUCATION REGISTRATION
TUTORING**

Please read the Continuing Education tutoring policy on the reverse side and sign this form. A copy of the registration will be provided to the student upon payment of fees.

Last Name: _____ First Name: _____
 Columbia College Student ID Number _____ Date of Birth _____
 Home Address: _____
 City _____ Postal Code _____
 Home Phone _____ Cell Phone _____
 E-Mail Address _____

PREFERRED SCHEDULE

| Subject | Check all that apply | | | | | | | Private | | *Group (2-4 participants) | |
|--------------------------------|----------------------|---|---|----|---|----|------|----------|-----|------------------------------|-----|
| | M | T | W | TH | F | Sa | Time | Per hour | Pkg | Per hour | Pkg |
| English Grammar | | | | | | | | | | | |
| English Reading | | | | | | | | | | | |
| English Writing | | | | | | | | | | | |
| English Listening/ Speaking | | | | | | | | | | | |
| Language Arts | | | | | | | | | | | |
| Social Studies | | | | | | | | | | | |
| Math | | | | | | | | | | | |
| Science | | | | | | | | | | | |
| Biology | | | | | | | | | | | |
| Chemistry | | | | | | | | | | | |
| Physics | | | | | | | | | | | |
| TOTAL FEES PAID | | | | | | | | | | | |

*Please Note: group tutoring may not be available.

CONTINUING EDUCATION TUTORING POLICY

Tutoring Rates

| | |
|--------------------------------------------------------|--------------------------------------------------------------------------|
| Private Tutoring \$55.00 per hour | Private Tutoring Package \$250.00 for up to 5 hours |
| Group Tutoring \$35.00 per hour (2 -4 participants) | Group Tutoring Package \$250.00 for up to 8 hours (2 -4 participants) |

Scheduling Private Tutor Appointments

The Assistant Manager Academic Upgrading will assign a tutor and provide this information to the student. The student will contact the tutor within 48 hours and arrange a day and time to meet. All tutoring will take place at the college. The tutoring sessions must begin within 2 weeks of the date of registration. The tutor may ask the student to complete an assignment prior to the first session as a way of assessing the student's needs. The student should be prepared to identify areas they need help in. Please inform the Assistant Manager Academic Upgrading by email of the arrangements made. Contact geoffs@columbia.ab.ca.

Tutoring Cancellation Policy

If, for any reason, a student is unable to attend a pre-arranged tutoring session, it is the student's responsibility to inform the tutor and the Assistant Manager Academic Upgrading a minimum of 24 hours prior to the session. Failure to inform within the timeline or failure to show will result in the student being charged for the time that had been reserved.

If the student is part of a group and cancels a tutoring session, this will affect the group rate for the student. A cancellation fee of \$15.00 will be charged. A number of cancellations will result in the College no longer registering the student for tutoring.

If a tutoring session is cancelled by the College, the College will arrange another session.

Late Arrival for Tutoring Session

If the student is late for a session, the session will not be extended past the reserved time. If a student leaves a session prior to the end of the time reserved, no refund will be given.

Withdrawal Policy

To be eligible for a refund, the College must be notified no later than 3 business days prior to the first tutoring session. Refund requests received less than 3 business days prior to the first session will not be eligible for a refund. All tutoring withdrawals are subject to a non-refundable, non-transferable administration fee of \$50.00.

I have read and understand this policy.

Student's Signature: _____ Date: _____