TUTORIAL CONTRACT
(not valid without all signatures)

ACADEMIC TERM: (please indicate one)
☐ FALL 21 ___ ☐ SPRING 22 ___ ☐ SUMMER 22 ___

READ IMPORTANT GUIDELINES ON REVERSE SIDE

1 TO BE COMPLETED BY PERSON REQUESTING TUTORIAL:
(please print clearly)
MAILBOX # __________________________
STUDENT’S NAME ___________________________ ID NUMBER __________________________
MAJOR ______________________________ PROGRAM OF STUDY ________ EXPECTED GRAD DATE ________
SUBJECT ___________________________ TUTORIAL REQUESTED BY __________________________
REASON __________________________

2 TO BE COMPLETED BY INSTRUCTOR IN CONSULTATION WITH BOTH TUTOR & STUDENT:
INSTRUCTOR’S NAME ___________________________ MAILBOX # __________________________
TUTOR’S NAME ___________________________ MAILBOX # __________________________
TUTORIAL TO BEGIN WEEK OF __________________ TO END WEEK OF __________________
NUMBER OF WEEKLY TUTORING HOURS REQUIRED/REQUESTED _______ TOTAL HOURS _______
Note: Tutors will not be paid for unauthorized additional sessions in excess of this contract.

3 ACKNOWLEDGMENT THAT GUIDELINES HAVE BEEN READ → SIGNATURES REQUIRED:
STUDENT ___________________________ Date __________________________
TUTOR ___________________________ Date __________________________
INSTRUCTOR ___________________________ Date __________________________

4 TO BE COMPLETED BY OFFICE OF ACADEMIC SUPPORT SERVICES (ROOM 224):
ACADEMIC CREDIT: ☐ Yes ☐ No (remedial)
FEE PER HOUR: $ _________ TOTAL HOURS: _________ TOTAL FEE: $ _________
METHOD OF PAYMENT:
☐ The fee will be billed to the student’s tuition account in advance of the tutoring.
Note: Student must report to the Business Office to make payment arrangements.
☐ Other (specify) Pedagogical Fund
AUTHORIZED BY: ___________________________ Date: __________________________
       Vice President of Enrollment Management and Student Development

IN CONJUNCTION WITH OFFICE OF FINANCIAL AID & ACADEMIC AFFAIRS

Original: Academic Support Services Copies: Registrar; Academic Affairs; Bursar or Enrollment Management; Instructor; Student; Tutor

The Juilliard School
Academic Support Services, August 2015