



## TUTOR SUPPORT REQUEST FORM

Tutorial assistance is available to NTC Post Secondary students. The amount a student is eligible to access per semester is \$225 (more if required & indicated by instructor). The maximum payable is \$15 per hour. In order to receive funding for tutoring, this form must be submitted complete.

The tutor must submit an invoice directly to the NTC (handwritten is fine), with their full name, address and phone number. The NTC will send a cheque directly to the tutor.

- Requests for tutor support can only be considered for the current semester.
- Allow a minimum of two weeks for a cheque to be mailed to the tutor.

<b>Student Information:</b>	
Student Name:	
Date:	

<b>Instructor Information:</b>	
This certifies that the student named above is enrolled in my class and has been attending regularly. I believe this student would benefit from the services of a tutor	
Course Name and Number:	
Instructor:	
Instructor's Signature:	

<b>Tutor Information:</b>	
By signing this, the tutor certifies that the student named above is receiving tutoring services for the above mentioned class.	
Tutor Name:	
Tutor Address and Phone Number:	
# Hours Provided:	
Total Cost:	
Tutor Signature:	