

Educational Opportunity Fund

Math Tutorial Request Form—One to One Assistance

Semester: _____ Year: _____

Having trouble with your math class? Need some extra assistance with your studying and homework? If so, help is available. You may request one to one tutorial assistance by filling out this form and returning it to the E.O.F office, CAR Building, Room 105, or you may elect to fax this form to us. The fax number is 732-224-1969.

Filling this request out is done with the understanding the applicant (student) understands and is acceptant of the guidelines listed below.

1. Tutoring is only available at the Lincroft campus
2. If approved for this service the student will be notified and must arrange for an initial thirty minute appointment within one weeks time. He/she will be provided the Learning Assistant's contact number. Failure to make the appointment within one week's time will result in the withdrawal of this approval.
3. Subsequent appointments are based on the recommendation of the Learning Assistant and approval of the EOF program
4. Only one appointment is allowed per week and no more than 45 minutes can be made available for any one appointment
5. Quiz and test grades for the course must be submitted on a routine basis to the Learning Assistant during the period for which the student is participating in the service.
6. Tutorial Services can be withdrawn if two consecutive appointments are missed or the Learning Assistant recommends a withdrawal of service based on a student's lack of preparation for sessions or other issues encountered which make the sessions unproductive.

Please provide all information requested.

Student Name: _____ Student I.D#: _____

Address: _____

Phone Number: _____ E-mail address: _____

Math Course Requesting Tutoring for: _____ Do you anticipate needing assistance on a weekly basis? Yes ____ No ____

What academic difficulties are you experiencing with the course?

Office Use Only

Date Received: _____ Approval Status: Yes ____ No ____ Notification Date _____