



Request Form for After-school Tutoring

(This form is for EPA students, who request for after-school one-on-one tutoring service in mandarin, math, science, social studies, and ELA on EPA campus. Please fill out and return the form to Ms. Junlan Li, if a student needs tutoring.)

Student name: _____ Grade: _____ Homeroom teacher: _____
 Parent's name: _____ Parent's email address: _____
 Parent's phone number: _____

The subject that you would like to request the tutoring service: (Only circle one. If you request for more than one subject, please fill out one form for each subject.)

Mandarin Math Science Social Studies ELA

Does your teacher recommend you for the tutoring? Yes No

Who is your teacher of the subject that you are requesting? _____

What day(s) and time slot(s) do you want the tutoring to be provided? (Check all apply)

	Tuesday	Wednesday	Thursday	Friday
4-5pm				
5-6pm				

How many hours of tutoring do you plan to take each week? _____ hour(s)

How many weeks of tutoring do you plan to take for now? _____ week(s)

(Initial) _____ I understand that the school cannot guarantee whether I will be offered the tutoring service because it is decided by the teachers' availability. Once a tutor is recommended to me, I should pay **\$35 per hour** for the tutoring service. Payment should be made before the tutoring each month.

(Initial) _____ I understand that I should not pay cash or check to the teacher(s) directly for the tutoring service on campus. All the payment for the tutoring on campus should be made to school either online or by check or cash. The check should be payable to "East Point Academy" and indicate "Tutoring_student's name_Tutor's name". If pay online, I should take a screen shot or a picture of the screen that shows the payment is completed. I will give the teacher either the voucher or the screen shot to show I have paid for the child, so that the teacher can be paid according to the vouchers or the screen shots.

(Initial) _____ I understand that I might need to negotiate the time and date of the tutoring with the teacher by myself after a teacher is recommended to me.

(Initial) _____ I understand I need to pick up my child right after the tutoring ends. Otherwise my child will be sent to Horizon (aftercare) program and I need to pay for that separately.

Parent's Signature: _____ Date: _____

If you have specific question or anything that the tutor might need to know before the tutoring starts, please write it on the back.