

Please fill out this form to request a Language tutor through Bethel University.

STUDENT INFORMATION

Student's name: _____

Age (write age or circle one of the categories below): _____

kindergarten elementary school middle school high school
college adult senior (older than 65)

Native language or languages: _____.

Language the student wishes tutoring for: _____.

Student's level in the language (circle the one that best describes the student):

BEGINNER INTERMEDIATE ADVANCED

Availability: cross out the times when the student is **not** available. Most of our tutors are not available on Sunday morning because that is when they go to church.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

CONTACT INFORMATION

Name (if different from the student's name): _____

Phone number: _____ (during the day)

_____ (in the evening)

Email address: _____

The best way to contact me is EMAIL PHONE (circle one)

TUTORING INFORMATION

◆ The student would like the tutor to be a MALE FEMALE NO PREFERENCE

◆ The student would like tutoring in the following area(s) (circle all that apply):

READING WRITING LISTENING COMPREHENSION
SCHOOL WORK CONVERSATION SKILLS PRONOUNCIATION
TOEFL PREP GRAMMAR Other: _____

◆ The student would like to meet with the tutor:

_____ **times each week, for** _____ **minutes** = _____ **total minutes per week.**

◆ Please write any other requests or preferences here:

*Send your application to: Alex Caucutt, Department of Modern World Languages,
3900 Bethel Drive, St Paul MN, 55112-6999 Phone:651-635-2380*

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Bethel University's Modern World Languages Department connects Bethel students and students needing tutoring as a service. The undersigned releases Bethel University as well as their trustees, employees, agents, and any other acting on their behalf, from liability for injury and damages to person and property – for any reason whatsoever.

Signature of parent or guardian (or self if the student is over 18)

Date

Basic rules for tutoring:

- Tutoring should be done in a public place (example: a coffee shop, a lounge at Bethel, a public library, a school). Tutoring should **not** be done in the student's or the tutor's home.
- The student and the tutor will negotiate the tutor's pay. Bethel University will not decide the tutor's pay.
- When the **tutor** needs to cancel a meeting, they will contact the student as early as possible **before** the meeting. When the **student** needs to cancel a meeting, they will contact the tutor as early as possible **before** the meeting. The student and the tutor should decide on how late a session can be canceled and how the tutor will be compensated for sessions canceled by the student after the agreed deadline.
- The tutor can help a student with school work but the tutor should **not do** a student's homework for them.
- The student and the tutor should decide their own rules in addition to these. The tutor should write a contract that explains these rules. Both the student (or a parent) and the tutor should sign the contract before tutoring begins.

The tutor must fill out this section:

Status of application

The student has been contacted by _____ (name) on _____ (date)

The student has been contacted by _____ (name) on _____ (date)

The student has been contacted by _____ (name) on _____ (date)

Arrangements have been made for _____ (name of tutor) to tutor the student, starting on _____ (date).

Other comments:

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