

MES Tutoring Service Subsidy Form

**Please print clearly and fill in all fields*

Tutee Name: _____

Tutee Email: _____

Phone: _____

Tutor Name: _____

Tutor Email: _____

Phone: _____

This form is to confirm that a tutoring session occurred between _____ (tutee) and _____ (tutor). By signing this form, the tutee recognizes that a session occurred and that they payed for the session in full. In signing this form, the tutor confirms that they conducted a tutoring session for the tutee, and that the session was related to the academic content of a course which they are registered to tutor for with the McMaster Engineering Society. Any misuse of the MES tutoring subsidy could result in the tutor being removed as an MES registered tutor.

If the session is confirmed as being sponsored by the MES, a \$5 subsidy will be given to the tutee for each hour of tutoring which occurs. The subsidy is meant to help offset the cost of the tutoring session. A maximum of 10 subsidies may be redeemed by a tutee per semester.

Session Length: _____ hours (max 3)

Session subject: _____ (Eg. ENG 1P03)

Tutee Signature: _____

Tutor Signature: _____

Date (dd/mm/yy): _____

To be processed, this form must be submitted Ian Currie (available every Tuesday and Thursday from 11:30-12:30 in the MES office, or to the VP Academic mailbox in JHE H101.