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Tutor Toolkit

2020-2021

This package has been created by **Access and Disability Resources (ADR)** to help students find tutors and manage grant funding for tutoring services.

This toolkit includes....

1. Tutor Checklist
2. How to find a Tutor
3. Grant funding information for students with disabilities
4. Tutor Contract
5. Attendance Schedule
6. Link to Reconciliation Worksheet

Student's Name:

Tutor's Name:

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Checklist

- ☐ Learn about funding options through Student Aid
 - *Alberta Student Aid website*
<https://studentaid.alberta.ca/applying-for-funding/students-with-permanent-disabilities/>
 - [Canada Student Grant for Students with Permanent Disabilities](#)
information on page 2 of this document
 - *Make an appointment with a Learning Specialist at ADR*
myaccess@macewan.ca
- ☐ Find a tutor - Use the [“How to Find a Tutor”](#) on page 3 of this document for ideas
- ☐ Sign [Tutor Agreement](#) (you and the tutor) on page 4 of this document -*optional but recommended*
- ☐ Provide tutor with copy of contract
- ☐ Complete attendance schedule at each tutor session – See [“Attendance Schedule”](#) on page 5 of this document as an optional template
- ☐ Receive a receipt of payment from your tutor at the end of each session – *you can purchase a receipt book to ensure receipts are created*
- ☐ If funded by Alberta Student Aid, submit receipts and the Attendance Schedule to Alberta Student Aid at the end of the academic period – complete [“CSG-SE reconciliation worksheet”](#) and follow instructions (*worksheet can be found at <http://studentaid.alberta.ca/media/23380/reconciliation-worksheet.pdf>*)

Canada Student Grant for Students with Disabilities – Services and Equipment (CSG-SE)

You may be eligible for CSG-SE funding to pay for Tutoring if the need is related to functional effects of your disability. These are the guidelines for using the grant funding:

Cost:

- A maximum of 2 hours per week, per course may be available based on the assessment of need and approval by an authorized advisor (Learning Specialist)
- Cost depends on the course subject, and level of specialized knowledge required to address cognitive barriers, type of disability and qualification of tutor
 - Rates of \$25 and under are accepted without a resume
 - \$15-\$19 hr: peer tutors
 - \$20-\$25 hr: peers who are at least 2 years ahead of the current student in the same subject matter
 - For rates over \$25 per hour, resume and copy of credentials required
 - \$25-\$29 hr: Bachelor Degree relevant to the subject matter
 - \$30-\$34 hr: Bachelor Degree with teaching experience
 - \$35-\$39 hr: Master's Degree
 - \$40 hr: Master's Degree with teaching experience

Other Notes:

- Specialized tutors should only be approved for courses in which you have a demonstrated disability. For example, a student with a learning disability in math would not be approved funding for a specialized tutor for courses other than math
- Students who require an increase in specialized tutoring hours, or a specialized tutor for courses that they do not have a demonstrated disability in, are required to provide additional medical documents noting the reasons for the changes and how the specialized tutor is helping remove barriers
- Please note that if a student requests tutor funding it is important that they use it, as lack of use may result in being denied grants for tutoring in the future

You must keep and submit records and receipts to Alberta Student Aid at the end of the academic period for which the grant funds were required. The records must include the following information:

- Your Name
- Your Social Insurance Number
- Tutor's Name
- Dates of Tutoring Sessions including number of hours, hourly rate and total cost (you may want to use the attached "**Attendance Schedule**" to track this)

How to Find a Tutor

The following suggestions are provided to students as general information and recommendations for how to find a tutor.

1. Talk to your professor/instructor about the difficulties you are having and ask them to recommend what you should do. They may provide some direct one to one help during office hours or they may know of on-campus tutorial resources available to all students. If you still need more instruction, ask your instructor if they can recommend a tutor, such as a current or previous student.
2. Check out the tutor registries available through the Students Associations at local post-secondary institutions.
 - University of Alberta: <http://www.su.ualberta.ca/services/infolink/tutor/registry/>
3. Explore Private Tutoring services. Note: Costs tend to be very high.
 - Tutor Doctor www.tutordocor.com
 - Alberta Tutors www.tutorindex.ca/alberta-Tutors.php
 - Oxford Learning www.oxfordlearning.com
 - A&D Tutoring www.adtutoring.com
 - Sylvan Learning <http://cities.sylvanlearning.com/>
 - Learn On www.tutoringedmonton.com/
 - Excel www.excel-education.ca/

Please Note:

As a consumer of services, it's your responsibility to screen, interview and select your tutor. After identifying some potential tutors, it's recommended that you make your selection after asking questions about their service (including how they work), their experience, their credentials, their availability, the cost and location for tutoring. Meet with them in a neutral location always ensuring your safety. The above list of tutoring sources is not comprehensive and is not necessarily endorsed or approved by MacEwan University.

TUTORING AGREEMENT

Student Name:

Student Contact Information (phone/email):

Course:

Tutor Start Date:

Tutor End Date:

Tutor Name:

Tutor Contact Information (phone/email):

Tutor services will be paid at the following hourly rate: \$_____

Tutor's signature: _____ Date: _____

Student's signature: _____ Date: _____

Additional Comments:

Attendance Schedule – TUTORING (one per Tutor)

Student Name: _____

Student SIN: _____

Tutor Name: _____

Tutor's Qualifications: _____

(attach resume and credentials if needed)

Total Funds Approved by Alberta Student Aid: \$ _____

Date (year/month/day)	Description of service (e.g. subject)	Number of hours	Hourly rate	Total Paid	Tutor Signature (confirming payment)	Approved Funds Remaining

Note: Student is responsible to return any unused funds to Alberta Student Aid at the end of the study period

Student Signature: _____

Tutor Signature: _____

Date: _____

Date: _____