

## POLICIES AND PROCEDURES

### Payments

1. Students are required to **pay cash at the beginning of each session, for that session only**. The pay is set by Peer Tutoring Services **at \$14 per hour**.

**NOTE:** If you belong to a Program that pays for tutoring, please have your peer tutor contact [tutoring@american.edu](mailto:tutoring@american.edu) to be approved. **The peer tutor must be approved BEFORE paid tutoring can begin. Any tutoring that occurs before approval will be at YOUR own expense.**

2. **If you need to cancel**, notify your tutor at **least 3 hours** before the session. **If you give no notice, or cancel less than 3 hours in advance, the peer tutor has the right to charge you for the missed session.**
3. If **you are late** or need to leave early, **the peer tutor may charge the full session rate** and is under **no obligation to make up any missed time.**

### Policies

1. **Please be aware that the names and addresses on this list are confidential and you cannot share them with anyone else. You cannot make a copy of this list and/or distribute it to anyone on or off campus.**
2. **Peer tutors are not able to assist students with graded assignments or take-home exams and quizzes.** Peer tutors can help students understand underlying concepts and work through practice problems, but cannot help students on actual assignments.
3. For **writing assignments**, tutors may only help students work through their own ideas: **all written work must reflect the student's own thoughts, ideas, and decisions** about structure and organization.

### How to contact peer tutors

Email peer tutors **individually. Contact as many peer tutors on the list as possible.**  
Tutor get busy very fast.

#### **In your Initial email:**

- 1) introduce yourself and give a brief description of what you hope to get accomplished with tutoring, maybe even including topics of study;
- 2) **Arrange a place to meet** (we strongly recommend a public place like a study lounge or group study room in the library);
- 3) **Discuss** how you will be making the **payments** to the tutor (see Payment Procedures above).

If you have any questions, please contact [tutoring@american.edu](mailto:tutoring@american.edu).