



Tutoring Request Form

This form is a requirement of the SACB & the Ministry of Education in Saudi Arabia in regards to student tutoring requests. Please complete all applicable fields (Please fill out electronically, where applicable, before printing), print, sign and return to the SACB. Students are permitted a maximum of 45 tutoring hours for each course.

ONE FORM TO BE COMPLETED PER COURSE WHERE TUTORING IS REQUIRED.

Date			
Student Information			
Student Name			University Student I.D. #
Institution Name			Saudi I.D.
Section 1 – Program/Course Information			
Degree Type	Bachelor	<input type="checkbox"/>	Masters
			Ph.D.
Name of Program			Semester + Current Year (e.g. Fall 2019)
Course Code & Name,			
Professor/Advisor Name			
Course Type	Prerequisite	<input type="checkbox"/>	Required
			Elective
			<input type="checkbox"/>
Section 2 – Tutor & Tutoring Information			
Tutor Name			Email
			Phone #
Tutor Qualifications	Peer to Peer	<input type="checkbox"/>	Advanced Education (please specify)
			<input type="checkbox"/>
Cost	\$ Per Hour	# of Hours	\$ Total
Tutoring Duration	From	To	
By Signing Below:			
<ul style="list-style-type: none"> - Tutor confirms that the above information is accurate and has provided the student with tutoring as stated. - Payment in the amount indicated has been paid in full. - Tutor consents to being contacted by the SACB for verification purposes. 			
Tutor Signature			Date (M/D/Y)
Student Signature			Date (M/D/Y)
Section 3 – SACB Administrative			
Advisor Has Verified Information in Section 2	<input type="checkbox"/>	SACB Advisor Name	
		Signature	
		Date (M/D/Y)	
Approved by SACB Committee	Yes	No	Date (M/D/Y)
	<input type="checkbox"/>	<input type="checkbox"/>	
Comments			