



Staff Use Only

Received Date: ____/____/____

Staff Initials (print): _____

ACADEMIC ACHIEVEMENT PROGRAM INTAKE FORM

Student's Legal Name _____ Maiden Name _____
Last First MI

Student ID# _____ SSN# _____ - _____ - _____ DOB ____/____/____ Legal Gender: Male Female

Current Mailing Address: _____
Address City State Zip

Telephone # (Home) _____ (Cell) _____

CUH student email _____@student.chaminade.edu

☆ Personal email address: _____

1. Year graduated H.S./Received GED? _____

2. What is your current enrollment status?
 Undergraduate student Graduate student

3. Did you enter Chaminade as a:
 Freshman Transfer Exchange Student

4. What semester/year did you enter Chaminade?
 Fall Spring _____

5. What Class are you in as of this semester?
 Freshman (0-30 credits)
 Sophomore (31-60 credits)
 Junior (61-90 credits)
 Senior (91-123 credits)
 I do not know

6. What is your major (write "undecided" if appropriate)? _____

7. Are you taking (did you take) any of these classes?
 English 091 Math 098 English 100

8. Has your father/legal guardian completed his Bachelor's Degree? Yes No

9. Has your mother/legal guardian completed her Bachelor's Degree? Yes No

10. Are you receiving a Federal Pell Grant?
 Yes No Do not know

11. Do you have a documented disability?
 Yes No

12. What is your country of citizenship?

12. Is English your first language?
 Yes No

13. Ethnicity (please check all that apply)
 Asian
 Black or African American
 Native Hawaiian or other Pacific Islander
 Hispanic or Latino
 American Indian or Alaskan Native
 White
 Other (please specify): _____

14. What is your marital Status?
 Single Married

I understand that the Academic Achievement Program is funded by the U.S. Department and needs to verify my eligibility with the above information. I also understand that the AAP is not responsible for any grades I receive. The Program is only responsible for clarification of subject matter and for suggestions on how to improve my chances for success.

Signature _____

Date _____

Office Use Only:

- AAP Eligible? (circle one): Yes No Pending
- Eligibility Categories (check all that apply): 1st Generation Low-Income Disabled
- Program Entry Date: ____/____/____



Income Verification Letter

As we are funded through a grant from the U.S. Department of Education, we are required to ask for specific information regarding your taxable income to determine your eligibility for our program. Please take a moment to read and complete the information below and return it to the Academic Achievement Program Office with your completed Intake Form. We assure you that this information will be kept confidential and will only be reviewed by the AAP Staff.

Please choose **ONE** of the following options (check one):

Make a copy of your most recent tax return (***Dependent students will need to submit his or her parent/guardian's tax return**)

OR

Provide the AAP Staff with a copy of your Student Aid Report (SAR) which can be found on the FAFSA website (<http://www.fafsa.ed.gov>).

*Dependent students are students who are still being claimed on his or her parent/legal guardian's taxes.

I affirm that the financial documentation that I am voluntarily submitting to the Academic Achievement Program is true to the best of my knowledge. I understand that the AAP is not responsible for any grades I receive. The Program is only responsible for clarification of subject matter and for suggestions on how to improve my chances for success.

Name (Print): _____

Signature: _____ Date ____/____/____



TUTEE CONTRACT

Please read and sign the following. This contract must be read and signed before being allowed to register for tutoring.

I (print name) _____ agree to the following:

1. To be personally responsible for the scheduling of appointments online via Appointments-Plus, once granted access by an AAP Staff member
2. To be on time for all scheduled tutorial appointments
3. To cancel all appointments online through Appointment-Plus at least 24 hours in advance, if necessary
4. To call the AAP and speak with/leave a message for an AAP Staff member (AAP Contact Numbers: 739-8305) if making a late cancellation (canceling within 24-hours of session start time) **OR** if running late to a scheduled appointment.
5. To be prepared for each tutoring session. This means:
 - a. Bring necessary materials (textbooks, notes, review sheets, assignments, syllabus, printed rough drafts, etc.)
 - b. Attempt to complete required readings/assignments prior to scheduled appointment
6. To be productive during the tutoring session (no excessive socializing, including **NO texting or other cell phone use**)
7. To notify the AAP immediately if I decide to drop my tutoring session(s) or the course(s) I am receiving tutoring in
8. To complete appropriate paperwork (initials, journals, evaluations, report cards, etc.) at the end of each session
9. I acknowledge that undergraduate students may receive a **maximum of 10 tutorials per week (5 for grad students)**
10. I acknowledge that all tutorial sessions are 60-minutes in length and that I may only receive **ONE tutoring session per subject, per day (any sessions scheduled that violate this rule may be canceled without notice)**
11. I acknowledge that tutoring sessions are offered based on subject availability and that graduate students may only receive tutoring in Mathematics and English (including editing papers, checking MLA/APA style, and test preparation)
12. I understand that I will receive a **“No Show”** offense for each of the following:
 - a. **Missing a scheduled tutorial (without canceling via Appointment-Plus at least 24-hours in advance)**
 - b. **Canceling a scheduled tutorial within 24-hours of its scheduled start time**
 - c. **Arriving more than 15-minutes late to a scheduled tutorial session**
13. I acknowledge that the following protocol will take place for “No Show” offenses:

Protocol for “No-Show” offenses:

- 1st offense** The student will be made aware of their missed appointment via Appointment-Plus and a printed “No Show” Offense will be placed in the student’s permanent file.
- 2nd offense** All of the above, in addition, the student must meet with an AAP staff member to review this TUTEE contract before scheduling or attending any future tutorial sessions (student’s access to online scheduling will be blocked and future appointments will be canceled until this is completed).*
- 3rd offense** All of the above, in addition, **\$9.00 will be charged to the student** (to cover the cost of the missed tutorial). **An additional charge of \$9.00 will be charged for each “No Show” thereafter.****

If a student’s online scheduling access is blocked due to an unpaid fee or staff visit, all future appointments will be canceled. The student will be able to schedule new appointments once the payment/meeting requirements are met and online scheduling access is granted. As tutorial sessions are first-come, first-served, the AAP cannot guarantee that the same appointment slot will be available after access is granted. **Once an AAP student has obtained 3 offenses, he/she may no longer make standing-appointments. *Offenses are recorded per semester. At the beginning of each semester, each student begins with zero offenses.*

I have read the above information and agree to my responsibilities. I agree that a violation of any part of this contract may result in the termination of tutorial sessions. I also realize that the falsifying of hours between the Tutor and the Tutee will result in immediate dismissal from the tutoring program.

Signature

_____/_____/_____
Date