

# REINSTATEMENT OF TUTORING SERVICES REQUEST

To request reinstatement of services, contact Director Ibrahim Rosic at [irosic@mvcc.edu](mailto:irosic@mvcc.edu) or **315-792-5506** to set up a Zoom or in-person appointment. Alternatively, submit this form to that address.

FULL NAME |

M NUMBER |

STUDENT EMAIL |

PHONE NUMBER |

PREFERRED METHOD OF CONTACT | PHONE  EMAIL

## NO SHOW POLICY

Each time a student misses an appointment, another student misses out on receiving support. To ensure we are able to serve as many students as possible, individuals who have missed three sessions are blocked from making further appointments.

## DO YOU HAVE ANY QUESTIONS ABOUT:

- Our no-show policy  YES  NO
- How to view or cancel appointments  YES  NO
- Appointment reminder services  YES  NO

## WHAT HAPPENED?

*WE'RE HUMAN. WE KNOW THAT LIFE GETS COMPLICATED AND PEOPLE MAKE MISTAKES. BRIEFLY EXPLAIN THE CIRCUMSTANCES SURROUNDING YOUR MISSED APPOINTMENTS.*

## WHAT IS YOUR PLAN?

*LET US KNOW IF THERE IS ANYTHING YOU PLAN TO DO TO PREVENT ADDITIONAL MISSED APPOINTMENTS.*

MONTH | DAY | YEAR |

IF NEEDED, I WOULD PREFER TO DISCUSS USE OF SERVICES **IN PERSON**  **ON ZOOM**  **BY PHONE**