

**Tutoring Center**  
**118 Lyle Hall**  
**871-2420**  
[tutoringcenter@millersville.edu](mailto:tutoringcenter@millersville.edu)

**TUTOR - Request to Withdraw from Tutoring Services**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Tutor Name: \_\_\_\_\_

Course or Subject: \_\_\_\_\_ Individual and/or Group (Please Circle)

Tutee(s) Name and/or Group Session(s):  
\_\_\_\_\_

Date of first tutoring session \_\_\_\_\_ Number of No Shows \_\_\_\_\_

Specific Reasons for cancellation of tutoring services:  
\_\_\_\_\_  
\_\_\_\_\_

Please answer the following for cancellation of individual tutee(s):

1. Was your tutee prepared for sessions? Yes or No (Please Circle)
2. Was your tutee prompt for sessions? Yes or No (Please Circle)
3. Did your tutee keep scheduled appointments? Yes or No (Please Circle)

If no, please explain. \_\_\_\_\_  
\_\_\_\_\_

4. Did you keep scheduled appointments? Yes or No (Please Circle)
5. Would you like to continue tutoring? Yes or No (Please Circle)

If no, what are the names and courses of your tutees and/or group session times?  
We will reassign them to another tutor.

\_\_\_\_\_  
\_\_\_\_\_

6. Additional comments, concerns, recommendations.

\_\_\_\_\_  
\_\_\_\_\_

\* Any further questions can be addressed by contacting The Tutoring Center at 871-2420 or in person at 118 Lyle Hall. Our hours are Monday through Thursday 9:30am -5:00pm and Friday 9:30-3:00pm.