



## VETERAN TUTORIAL ASSISTANCE AT BROWARD COLLEGE

The Veteran Tutorial Assistance program is established to provide eligible students with help in paying for qualified tutors. Students who are in Chapters 30, 32, 35, and 1606 are eligible for this program. VA will reimburse authorized tutorial expenses up to \$100 per month for students who have been accepted into the program by the college.

### STUDENT QUALIFICATION PROCEDURE

To qualify for tutorial assistance, a VA student must:

- Be enrolled in college for credit towards a specified degree program.
- Be enrolled at least ½ time or greater.
- Be accepted into the program by the Veterans Advisor at Broward College.
- Complete an Application for Tutorial Assistance (VA form 22-1990t)

### CERTIFYING OFFICIAL

Appropriate school certifying official must make the following determinations:

- That individual tutorial assistance is essential to correct a deficiency in a specified subject or subjects required as a part of pre-requisite to, the satisfactory pursuit of the student's approved program of education.
- The tutor selected is qualified.
- The charges for such tutorial sessions do not exceed the customary charges for such tutorial assistance. (See schedule of customary charges below.)

### ACCEPTABLE EVIDENCE OF NEED

The need for tutorial assistance must be indicated by acceptable evidence of shortcoming in a particular subject or subjects. Acceptable evidence includes but is not limited to:

- Past failures in a subject area.
- Failure of a first class test or assignment.
- Poor SAT, ACT or other standard test scores in subject.
- Instructor's evaluation after the first class meeting of the unit subject.
- Recommendation from instructor/s for tutorial assistance.

Note: The school makes the final determination for need.

### TUTOR QUALIFICATIONS

Qualified tutors include:

- Faculty members teaching in the specific subject matter.
- College graduates who majored in the specific subject matter.
- Students who receive an "A" grade in the exact subject in which tutoring is conducted.

Note: Payment for tutoring given by a close relative of the claimant is prohibited by law. A close relative is defined as a parent, in-laws, child, sibling, or spouse of the claimant.

### SCHEDULE OF CUSTOMARY CHARGES

Broward College is located in the Southern Region of the U.S. The Veterans Administration has deemed the customary charges for tutorial sessions as indicated below:

Freshman and Sophomore courses ..... From \$6.00 to \$10.00 per hour.

### ADDITIONAL INFORMATION

- All tutorial sessions must be individual, one-on-one. Group sessions and self-help sessions are specifically not authorized.
- The student is expected to take advantage of free tutorial services when offered.

### REQUIRED RECORDS

When tutorial assistance is given, BC must maintain records to verify:

- The need for tutorial assistance.
- Qualifications of the tutor.
- Documentation that the subject/s are required for the student's degree program.

Note: All records are required to be kept for compliance surveys for 3 years after the last student's attendance.

### REFERENCE:

1999 Handbook for School Certifying Officials, page 106, U.S. Department of Veterans Affairs Regional Processing Office, Atlanta, Georgia



VETERAN TUTORIAL ASSISTANCE PROGRAM INFORMATION RECORD AND ACCEPTANCE CERTIFICATE

STUDENT'S NAME: \_\_\_\_\_

VA CLAIM NUMBER: \_\_\_\_\_ PROGRAM MAJOR: \_\_\_\_\_

TERM: \_\_\_\_\_ COURSE TITLE: \_\_\_\_\_ NUMBER: \_\_\_\_\_

Tutoring will not begin before the first day of class and will end not later than the last day of class.

This student has an academic deficiency in this credit hour course as evidenced by (please attach supporting letters/transcripts/documents):

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

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

+++++

TUTOR'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

This tutor is not related to me in any way. This tutor is not my parent, sibling, in-law, child or spouse. All tutorial sessions will be one-on-one. I have not been offered free tutorial services from Broward College.

Student's signature \_\_\_\_\_

TUTOR'S QUALIFICATIONS:

- Faculty member teaching the specific subject above.
- College graduate who majored in the specific subject matter.
- Student who received an "A" in the exact subject being tutored.
- Other: \_\_\_\_\_

VETERAN ADVISOR USE ONLY

Tutorial assistance is essential:	Yes	or	No
Tutor is qualified and qualifications verified:	Yes	or	No
Charges do not exceed customary for region:	Yes	or	No

Program APPROVAL or DISAPPROVAL:  
First day of class \_\_\_\_\_ Last day of class \_\_\_\_\_.

\_\_\_\_\_  
Veterans Advisor

\_\_\_\_\_  
Date