

# Paid Tutoring

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If you need academic help in a subject for which there is no free tutoring available, you can pay for private tutoring with a peer tutor in Tutoring Services. Simply **email us at [tutoring@acadiau.ca](mailto:tutoring@acadiau.ca)**. Make sure to include:

- your **name**
- your **student number**
- the **name and number of the course** for which you'd like a tutor (e.g.: BUSI 1013 – Financial Accounting I)
- the **name of the professor** for this course

We'll contact you with a suitable tutor. You will then contact your tutor directly to arrange and pay for your tutoring sessions.

Please note that **tutor availability is limited**. For the best chance of finding a suitable tutor, contact us **early in the semester**. Most of our tutors are **unavailable during final exam periods** or over the spring/summer intersession.

## How Tutoring Works

Our tutors include undergraduate students, graduate students, graduates, and retired faculty. **All tutors are required to have excellent grades or an extensive background** in the courses they wish to tutor, and they are required to secure a recommendation, usually from an Acadia faculty member.

- **Contact your tutor to arrange a time** that works for you both. You can book a **one-off session** for help with a particular assignment, or **regular tutorials on a long-term basis**. You choose.
- **Typically, each tutorial lasts one hour**. However, if your tutor agrees, feel free to arrange for a longer (or shorter) tutoring session. Just remember, you must reimburse your tutor for the time you meet. For example, if your tutor charges \$20/hour and you meet for two-and-a-half hours, you must reimburse your tutor \$50.
- The tutorials **take place on campus or at a mutually agreed upon public space**. No tutor meetings are to take place in a residence room, apartment, or **any other private living space**. Violation of this guideline will result in tutor suspension.
- You **pay the fee directly to the tutor** during each session. Please provide **cash only**, unless your tutor **specifically agrees** to cheques or online money transfers.

## Fees

The **recommended fee for tutoring is \$20/hr**. Some tutors with extensive tutoring experience charge \$25 and up. Please confirm and agree to pricing with your tutor **before your first meeting**. You pay the fee **directly to the tutor** during each session.

## Group Tutoring

Currently, the Acadia Tutoring Service is designed to pair students and tutors for **one-on-one sessions**. If you would like to share a session with a friend or friends, **you must let the [Tutoring Services Coordinator](#) know in advance**. If your tutor agrees to a group session, you may be given permission to proceed. You will need to discuss payment options with your tutor in advance and come to a mutual agreement. Some tutors may charge a discounted rate to each student, while others may charge each the full fee.

## Cancellations

We understand how difficult it can be to juggle all the classes, labs, meetings and events that are part of university life. Your tutors understand too – they're going through the same thing! That said, remember that your tutor has rearranged their own busy schedule to meet with you.

- If you need to change a tutorial, **please let your tutor know as far in advance as possible**. You must provide a **minimum of 3 hours' notice**. If you cancel with less than three hours' notice and do not provide emergency documentation, you must **reimburse your tutor \$10**.
- If you **fail to cancel your appointment** and simply do not arrive at the scheduled time, you must **reimburse your tutor \$15**.
- If either of the above payments is not made within a week of the scheduled session, your tutor will contact the Tutoring Services Coordinator and you will be unable to use the Acadia Tutoring Service until the amount owing is paid in full.

If **your tutor cancels** a tutorial with less than three hours' notice, **please contact the [Tutoring Services Coordinator](#)**.

## Students with Registered Disabilities

Some students with a registered disability are eligible for funding. Please contact the [Accessibility Officer](#) from Accessible Learning Services, Marissa McIsaac, for more information.

## When No Tutors Are Available

While we try our best to pair you with a tutor, sometimes there are simply no tutors to help in your subject or none with available time. Don't forget that your professors should be your number one resource. Visit them for additional help during office hours, or arrange for a private meeting. Let them know that you've tried to find a tutor but haven't been successful: they might be able to suggest additional options. Also contact the departmental administrator: many departments maintain tutor lists that include tutors who are not registered with the Acadia Tutoring Service.

## Feeling Overwhelmed?

University is a major adjustment, so it is normal to feel overwhelmed and underprepared. Tutoring can help but, sometimes, it goes a bit deeper than that.

If you're anxious, feel depressed or sad, have problems sleeping or concentrating, or just feel completely overwhelmed with all the work, deadlines and stresses of university life, contact the [Student Resource Centre](#). There are excellent counselors and resources that can help you.



## Contact

**Elisabeth Frost**  
Tutoring Services Coordinator

[tutoring@acadiu.ca](mailto:tutoring@acadiu.ca)