



SERVICES TIMELOG FOR TUTORING AND COACHING

Instructions:

1. Prepare a Timelog by entering your name, student number, course code and the recommended type of service clearly below.
2. One Timelog is required for each course. You cannot use one Timelog for multiple courses.
3. Use the Timelog to keep track of your sessions on an on-going basis.
4. One Receipt Form (next page) with each Timelog must be submitted to The University Registrar's Office, 172 St. George Street, no later than the end of EACH term to confirm you have paid your service provider.
5. You and your service provider must sign at the bottom of the Timelog.

Notes: **The cost range for a tutor is capped at a maximum of \$60 per hour.** Dates of service must fall within your OSAP/BSWD-eligible term (e.g. fall, winter, summer). **Your spouse/partner, other family members and friends cannot be used as a service provider.** Copy this form as needed. Keep a copy of all documents for your records.

Student's Name:		
Student Number:		Course:
Type of service (e.g. tutoring, coaching):		
Date of Session	# of hours	Topic(s) Discussed
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total Hours		
Total Fee	_____ Total Hours x \$ _____ Fee/Hour = \$ _____ Total Fee	

Service provider's signature

Student's signature



SERVICE RECEIPT FORM

Instructions:

1. Prepare a Receipt Form by entering your name, student number, course code and the type of service clearly below.
2. Ask your service provider to complete the boxed receipt form and their information below and match it with the corresponding Services Timelog. If there is only a website, please indicate the website.
3. If submitting receipts, please ensure the name and the address on the receipts matches the name and address on the student's OSAP application. If the name on the receipt is not the student's, the student is required to provide a written explanation.
4. Submit to The University Registrar's Office, 172 St George Street, no later than the end of EACH term.

Student's Name:	
Student Number:	Course:
Type of service (e.g. tutoring, coaching):	

Date: _____(ddmmyyy)
I, _____, received \$_____ from this student to provide the service for the course(s) specified above.
Service Provider Signature _____

Service Provider's Information (must be completed)	
Name:	Telephone Number:
Address:	
Email Address:	
Website address (If applicable):	
Service provider's education/qualifications:	