**预约辅导单**

# Student Tutorial Record Form

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name  学生姓名 | Pinyin Name  姓名拼音 | Year/Class  年级/班级 | Date  辅导日期 | Tutoring time  辅导时间 | Instructor  辅导老师 | Office  办公室 | Instructor’s Signature  教师签字 |
|  |  |  |  |  |  |  |  |

**IMPORTANTS:** Please bring this signed form back to the Learning Center (C-105) the next day by 17:00 after the tutorial day. Please keep the signed form with care. Failure to do so will be regarded as absence for the tutorial. More than three absences for the tutorial per semester will result in you disqualification for future tutorials of that semester. **重要说明**：请将由辅导老师签字的此预约辅导单**次日17:00前交回**学业辅导中心(C-105)，请保管好此预约辅导单，未按照以上要求交回由辅导老师签字的辅导单将视为未参加预约辅导。一学期超过3次以上预约未参加老师辅导者将失去该学期参加预约老师辅导的资格。

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