

## FREE TUTORING SERVICES

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Do you need tutoring in Math, Science, History or English?

There are now two sources of free tutoring services to currently enrolled students: The Academic Support Center and TRIO Student Support Services.

The Academic Support Center offers support programs and information leading to academic success. Tutoring is available in nearly every area of core courses such as Algebra, Calculus, Biology, Chemistry, Physics, English, History and more. The center also provides study guides and information on strategies for effective studying, note taking and writing.

The Academic Support Center is located on the basement floor of the Morgan University Center, Room 114. You will need to complete a "Tutorial Request and Application". The application is also available online at [http://www.apsu.edu/learn\\_center/tutoring.htm](http://www.apsu.edu/learn_center/tutoring.htm).

Academic Support Center  
(931) 221-6550  
Marks Building, Room 122  
[http://www.apsu.edu/learn\\_center/](http://www.apsu.edu/learn_center/)

The TRIO Student Support Services offer tutoring services to students who are program participants. TRIO is a federally funded educational opportunity program for first-generation, low-income and disabled students and is limited to serving 180 active participants. To become a program participant, applicants must submit an application and provide supporting documentation.

For more information visit TRIO in Ellington or click on "How to apply" on-line:

TRIO Student Support Services  
(931) 221-6142  
Ellington Bldg, Room 337  
<http://www.apsu.edu/sss/>



Austin Peay State University

OFFICE OF STUDENT FINANCIAL AID  
& VETERANS AFFAIRS

## WHAT IS TUTORIAL ASSISTANCE?



**ROOM 135, ELLINGTON BLDG.**

**MONDAY-FRIDAY  
8:00 A.M.-4:30 P.M.**

Office of Student Financial Aid & Veterans Affairs  
P.O. Box 4546  
Clarksville, TN 37044

Phone: 931-221-7760  
Toll Free: 1-877-508-0057  
Fax: 931-221-6305



## RECEIVING TUTORIAL ASSISTANCE AS A VA STUDENT

### Chapters 30/34, 32, 35, 1606, & 1607

1. Complete the ***Tutorial Assistance Internal Recommendation Form*** provided by the APSU Office of Veterans Affairs (OVA). This form **must** be filled out with the student's name, the course the student needs tutoring assistance for, and the name of the tutor. The form **must** be signed and dated by the instructor of the course the student requests tutoring for and is submitted to the OVA, in order to validate the need for tutoring.
2. Complete **VA Form 22-1990t, *Application and Enrollment Certification for Individualized Tutorial Assistance***. This is the form on which the student will record the dates tutoring was received and the monetary cost of each tutoring session. This form **must** be **completed and signed by both the student and the tutor**. Ensure both forms are completely filled out and reflect the **tutor's social security number in block 12** of VA Form 22-1990t.
3. Both the Tutorial Assistance Internal Recommendation Form and VA Form 22-1990t **must be submitted** to the OVA for certification in order for the VA to issue payment. Payment will be made in the form of a check issued by the VA to the student. **The student is responsible for ensuring the tutor is paid the contracted amount for the tutoring services.**
4. VA will pay a **maximum of \$100 per month** for tutoring services. Each student is eligible for a **total of \$600** reimbursement for tutoring assistance. A second \$600 is available for tutoring charges, if needed, however, the **second \$600** will be **deducted** from the student's VA entitlement.

Tutorial assistance may be paid to eligible persons while in training to aid in defraying expenses incurred by the need for tutoring. This allowance is paid without any entitlement charge for those under chapters 34 and 35. However, for those persons under chapters 1606, 30, 31, 1607, and 32, an individual's entitlement will be charged only with respect to the amount paid in excess of \$600.00. Amount paid cannot exceed \$100.00 per month with an absolute maximum of \$1,200.00 per eligible person.

### Eligibility Requirements:

1. The student must be certified to VA for at least half-time status.
2. Have a deficiency in the course. (Cannot be used to improve GPA)
3. Can only be used during semester in which course is being pursued.
4. Tutor must be qualified under the University's established standards.
5. Charges must not exceed customary charges for non-veterans.
6. Generally, tutoring must be done on an individualized basis.
7. Tutoring provided by a "close relative" (spouse, parent, brother, sister, child, etc.) is prohibited

**Students are responsible for obtaining a tutor who meets the above requirements. Our office does not supply a list of available tutors. This form must be returned to the Office of Veterans Affairs.**

### Chapter 31

1. Contact your VA Vocational Rehabilitation Counselor for approval.
2. Complete the ***Tutorial Assistance Internal Recommendation Form*** provided by the APSU Office of Veterans Affairs (OVA). This form **must** be filled out with the student's name, the course the student needs tutoring assistance for, and the name of the tutor. The form **must** be signed and dated by the instructor of the course the student requests tutoring for and is submitted to the OVA, in order to validate the need for tutoring.
3. Complete **VA Form 22-1990t, *Application and Enrollment Certification for Individualized Tutorial Assistance***. This is the form on which the student will record the dates tutoring was received and the monetary cost of each tutoring session. This form **must** be **completed and signed by both the student and the tutor**. Ensure both forms are completely filled out and reflect the **tutor's social security number in block 12** of VA Form 22-1990t.
4. The Tutorial Assistance Internal Recommendation Form **must be submitted** to the OVA.
5. VA Form 22-1990t **must be submitted** to Ms. Penny Brown, Accounts Receivable, Business Office located in the Browning Building. Business services will pay the tutor, and then bill DVA for those charges. VA Form 22-1990t **must include an attached statement** indicating whether the tutor wishes to pick up the check or have it mailed to a specific address.
6. The **maximum** individual tutoring service will be **forty-eight (48) clock hours** per trainee subject per semester, at a **maximum** hourly rate for actual service rendered of **\$10 to \$12 per hour**.
7. VA will pay a **maximum of \$100 per month** for tutoring services. Each student is eligible for a **total of \$600** reimbursement for tutoring assistance. A second \$600 is available for tutoring charges, if needed, however, the **second \$600** will be **deducted** from the student's VA entitlement.