



Updated Appointment Policy:

- 1. All appointments are 30 minutes.*
- 2. Only one appointment can be made for any one day.*
- 3. No more than two future appointments can be made at any one time.*
- 4. Late arrivals (defined as 5 minutes late) will lose their appointments and become walk-ins, subject to tutor availability.*
- 5. Chronic no-shows will be referred to the director before they can make appointments again.*