

Taylor Business Institute



Purpose

Taylor Business Institute (TBI) provides tutoring services to assist students in strengthening their understanding of course materials, improving academic performance, and achieving educational success. Tutoring is offered as part of the college's commitment to providing individualized academic support and fostering student learning.

Eligibility and Access

Tutoring services are available to all enrolled TBI students. A tutoring request may be initiated by a student, faculty member, or academic advisor when additional academic support is deemed beneficial.

How to Request Tutoring Support

1. Students may obtain a Tutoring Support Request Form from the Tutoring Support Coordinator, located in the library, or download the form from TBI's website.
2. The completed form should be submitted to the Tutoring Support Coordinator in person or via email at elizabeth.gomes@tbiil.edu.
3. Upon receipt, the coordinator will schedule an assessment meeting with the student to discuss the area of need, preferred schedule, and suitable tutoring arrangements.
4. A tutor will then be assigned, and an introductory meeting will be scheduled to review the tutoring plan.
5. The tutoring plan may be modified as needed, based on ongoing assessment of the student's progress.

Tutors

Tutors may include TBI instructors, qualified volunteers, or peer tutors who demonstrate proficiency in the subject area. All tutoring activities are supervised by the Tutoring Support Coordinator to ensure quality and adherence to academic integrity standards.

Confidentiality and Academic Integrity

Tutoring sessions are intended to enhance understanding and academic skills. Tutors do not complete graded assignments for students. All records related to tutoring are maintained in accordance with institutional confidentiality standards.

Contact Information

For assistance or to submit a tutoring request, please contact:

Elizabeth Gomes

Tutoring Support Coordinator

Email: tutor@tbiil.edu

Location: Library, Taylor Business Institute

Taylor Business Institute

29 E. Madison St. LL, Chicago, IL 60602 | www.tbiil.edu | Submit to: tutor@tbiil.edu

TUTORING SUPPORT REQUEST FORM

SECTION 1: STUDENT INFORMATION

Student Name:	
Student ID:	
Program of Study:	
Phone Number:	
Email Address:	

SECTION 2: COURSE INFORMATION

Course Title:	
Instructor Name:	
Preferred Tutoring Days/Times:	

SECTION 3: TUTORING REQUEST DETAILS

Please describe the area or topic in which assistance is needed:

SECTION 4: REQUEST INITIATOR

Student Faculty Academic Advisor

SECTION 5: SIGNATURES

Student Signature:		Date:	
Tutoring Support Coordinator Signature:		Date:	

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