



## SHIATSU SHORT FORM TUTORIAL

Student's name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Quarter: \_\_\_\_\_  
(*Tutorial must be completed within this quarter*)

Cost is \$95.00 – Date paid: \_\_\_\_\_

Method paid: \_\_\_\_\_

Payment received by: \_\_\_\_\_

On roster page? \_\_\_\_\_

It is the student's responsibility to contact one of the teachers listed below to schedule your tutorial. Short Form Tutorial must be completed before the last class of Short Form Clinic.

Wendy Ward 503-232-8199  
Melanie Zermer 503-559-1457

Give this form to the teacher administering your tutorial. The teacher will sign and return this form to Registrar.

Tutorial completed on: \_\_\_\_\_ by \_\_\_\_\_

Registrar : Roster marked \_\_\_\_\_ Grade entered \_\_\_\_\_ 3 hrs

### Short Form Tutorial Procedure

Student registers and pays for tutorial in the same quarter as Short Form Clinic. The tutorial must be completed within the quarter the tuition was paid. Admin staff completes payment info on form, enters student on Tutorial roster and makes a copy of form for Registrar. Student takes original copy of form. Student contacts one of the instructors listed on the form and arranges tutorial time. Once tutorial is completed, instructor signs the form and turns it into to Registrar. Registrar will enter grade & mark student as completed on Tutorial roster.