



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.