

REFERRAL FOR ASSESSMENT AND TUTORING SERVICES ENGLISH LANGUAGE INSTITUTE

Do you have a student whose academic success
is being hindered by poor English language skills?

The English Language Institute offers free English language tutoring to non-native English speaking students who are referred by a member of the GMU faculty or staff. Help with reading, writing, listening, and/or speaking is available.

To refer a student:

1. Complete the top of the form below.
2. Give the form to the student, who should complete it and take it to Krug 202 (Fairfax Campus) or mail or fax it to:

Melissa Allen
Coordinator of Support Services for Non-Native Speakers of English
English Language Institute (MSN 4C4)
George Mason University
4400 University Drive
Fairfax, VA 22030

Phone: 703-993-3642 Fax: 703-993-3664 E-Mail: malle2@gmu.edu

TO BE COMPLETED BY A FACULTY/STAFF MEMBER:

Name of Faculty Member: _____

Dept. _____ Tel/E-Mail: _____

Name of Student: _____

Reason for Referral: _____

TO BE COMPLETED BY THE STUDENT:

Student's telephone/e-mail: _____

Best days/times for tutoring: _____

Student should deliver this form to Krug 202 (Fairfax campus) or mail or fax it to the address/number above. He/she will be contacted by e-mail or phone to arrange for an appointment to discuss a program of instruction.