

## CogniTutor

**Business Name:** CogniTutor

**Business Phone Number:** 813 798 7441

**# Business Locations:** 0; tutor goes to student's home or campus library, virtual available if tutor is not local

**Contact Name:** Ann Garcia

**Email address:** [support@cognitutor.com](mailto:support@cognitutor.com)

**Website:** [www.cognitutor.com/get-a-tutor](http://www.cognitutor.com/get-a-tutor)

**Services Offered:** academic tutoring, test prep. Please note that all students are individually matched with tutors and get a pre-assessment and post-assessment.

**Rate:** \$60/hour

**Payment method:** Net 15 invoicing (tutoring vendor will invoice AFFCF for services provided)

**If you are interested in using CogniTutor for your Focus Forward tutoring request, please follow instructions below:**

1. Go to CogniTutor website and fill out the form [www.cognitutor.com/get-a-tutor](http://www.cognitutor.com/get-a-tutor)
2. Check the box indicating the student has a case manager.
  - a. In Case Manager Contact Info section - complete the "Who will the referrals and authorizations come from" fields – put your name.
  - b. Select Arizona Friends of Foster Children Foundation AFFCF as the funder.
  - c. **Leave all other fields in this section blank.**
3. In the "Additional Comments" section (after "How Did You Hear About Us?"), write **Focus Forward request**.
4. Once CogniTutor receives the form, Ann will reach out to welcome you to CogniTutor and provide an **Estimate of Services form** to attach to your Focus Forward request.
5. Submit a Focus Forward request for tutoring with a course schedule and the Estimate of Services form.
6. Once you receive an email from AFFCF with an approval for Focus Forward tutoring funding, please forward that approval email to Ann at CogniTutor ([support@cognitutor.com](mailto:support@cognitutor.com)) so she has the Focus Forward request number to invoice AFFCF for payment and let her know the best way to contact you to schedule tutoring. Ann will then contact you to schedule tutoring for the number of hours you were approved for.
7. AFFCF will fund a maximum of 8 hours of tutoring per month. For renewal of tutoring funding, please follow the above steps and submit another Focus Forward funding request, optimally 2

weeks before the 8 hours is used, to allow adequate time to process your request (7-10 business days is our standard processing time).

**Please note: AFFCF will not pay any past due balances or for services provided prior to a Focus Forward request being approved. AFFCF reserves the right to deny a Focus Forward request for any reason or no reason at all. Thank you for your understanding and allied support.**