

Tutoring Agreement Contract

Student Responsibilities:

- I will be on time, if I am 15 minutes late, the tutor is not obliged to wait for me and I will be considered a "no show". After the 1st "no show" I understand I will be charged \$10 per additional "no show".
- If I must miss a session I will contact my tutor at least 6 hours prior to the appointed time.
- I will be prepared. Assignments will be completed as fully as possible and I will have questions ready to ask.
- I will attend class regularly.
- I will not expect my tutor to "know everything".
- When my tutor refers me to my professor, I will follow through.

Tutor Responsibilities:

- I will be on time.
- If I must cancel a session I will contact my student as far in advance as possible (no less than 6 hours before appointed meeting time).
- I will be prepared to answer "most" student questions
- I will admit if I don't know the solution or an answer. I will try to find the information. I will refer the student to the professor when needed.
- I will provide opportunities and assist in practice problems (but not graded work)

Tutoring will be stopped for the following reasons:

- When the student misses 3 tutoring sessions without above mentioned notification.
- When tutoring is not helping the students progress
- If/When the tutor and student both agree that the student is able to make satisfactory progress working independently.

I certify that my tutor and I have read and discussed the information contained in this contract. I agree to work cooperatively with this tutor to achieve academic success. I understand that tutoring may be suspended or discontinued if it is determined that I am not making an effort to benefit from such services.

Student Signature: _____ Date: _____

I certify that my student and I have read and discussed the information contained in this contract. I agree to work cooperatively with this student to achieve academic success.

Tutor Signature: _____ Date: _____