

## ***Conditions of Meeting with Tutors***

We agree that the tutor is available to help support the student in doing his/her work, but that the tutor will not do the work, nor supply answers, ideas or wording for assignments that are to be handed in as the student's own work.

Tutors and students will meet on Blue Jeans and can only meet on the North Island College campus if approved by the Peer Tutor Coordinator.

Tutoring sessions need to be booked and confirmed through the online booking system. The tutor needs to confirm the booking and send a link to the Blue Jeans meeting when doing so.

Both tutors and students are required to give reasonable notice if either cannot make a tutoring session (24 hours in advance). Tutors will wait for 10 minutes after a session is scheduled to begin but may leave after that time if the student has not shown up. If a student misses more than two sessions without giving reasonable notice, the tutor will let the Peer Tutor Coordinator know and that student will no longer have access to peer tutoring.

Neither tutor nor student will use their cell phones during tutor appointments.

We have read and understand the above agreement.

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Student Name

Student Signature

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Tutor Name

Tutor Signature

Date \_\_\_\_\_