
Minerva Education

Student Handbook

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Welcome to Minerva!

Welcome to Minerva Education community! We would like to firstly thank you for using our free tutor search tool. We are always delighted to see students like yourself take the initiative to excel academically in high school.

Minerva Education was founded with the mission of democratizing education for New Zealand high schoolers and making the best educational opportunities accessible to students of all backgrounds. Through our free tutor search tool, we hope to create an ecosystem of educators and learners where aspirational students are able to afford the academic support they deserve and talented tutors are compensated fairly for their expertise.

We take zero commission — our platform only exists to help Kiwi high schoolers match with suitable tutors without burdening tutors and students with additional costs.

Minerva's Tutors

Anybody is free to sign up as a tutor on Minerva's tutoring platform. However, all prospective tutors are required to upload verification documents, which are reviewed by Minerva administrators prior to approval, to ensure that any qualifications and biographical information listed by the tutor are accurate.

There are two types of tutors on Minerva's tutoring platform:

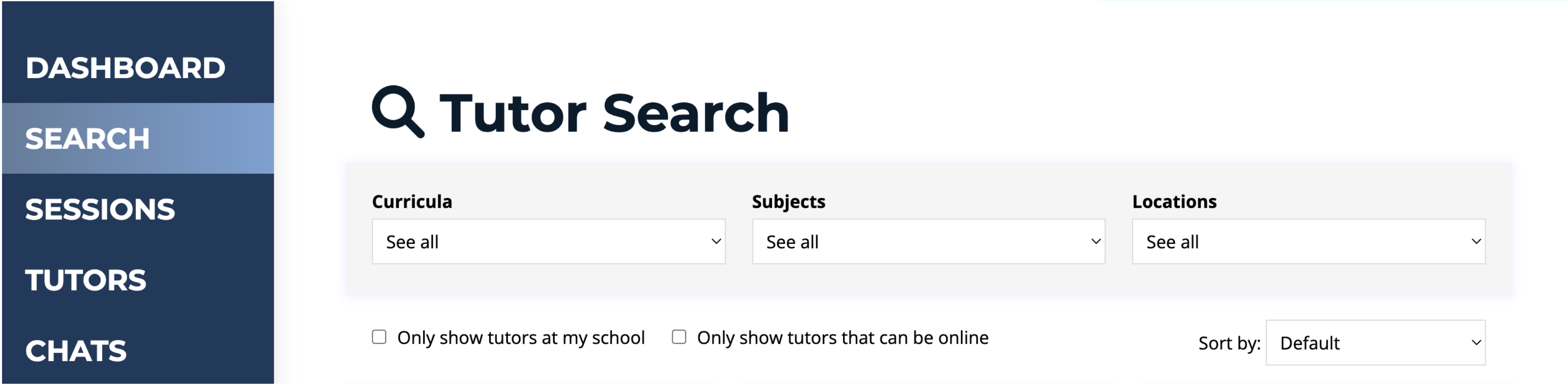
- **Tutors at your high school** — these tutors are only visible to students at your high school and generally do not charge a tutoring fee.
- **Tutors currently at university** — these tutors are usually recent high school graduates and are able to offer a higher calibre of subject expertise. They generally charge a fee and are accessible to any student using the Minerva platform.


This two-tiered system is designed to give students like yourself plenty of optionality when it comes to tutoring quality, budget, and convenience.

Please note that Minerva exists solely as a tool to match students and tutors, and is not responsible for the quality of tutors. However, you are encouraged to provide feedback on your tutor after a session concludes, or reach out to tutoring@minervaeducation.co.nz with any specific complaints. Feedback from students is reviewed regularly by Minerva's administrators.

How to Match with a Tutor

- 1. Login to your account at www.minervaeducation.co.nz.
- 2. Use the Search tab on the left to search for suitable tutors. You can filter for tutors by curricula, subject, and location. You can also choose to search for tutors at your high school only.



- 3. Once you have found a tutor that fits the bill, simply click the  button at the bottom right of the tutor's profile. You will then be taken to Minerva's in-built chat function, which you can use to introduce yourself to the tutor, discuss meeting times, and organise payment methods (where necessary).

Payments

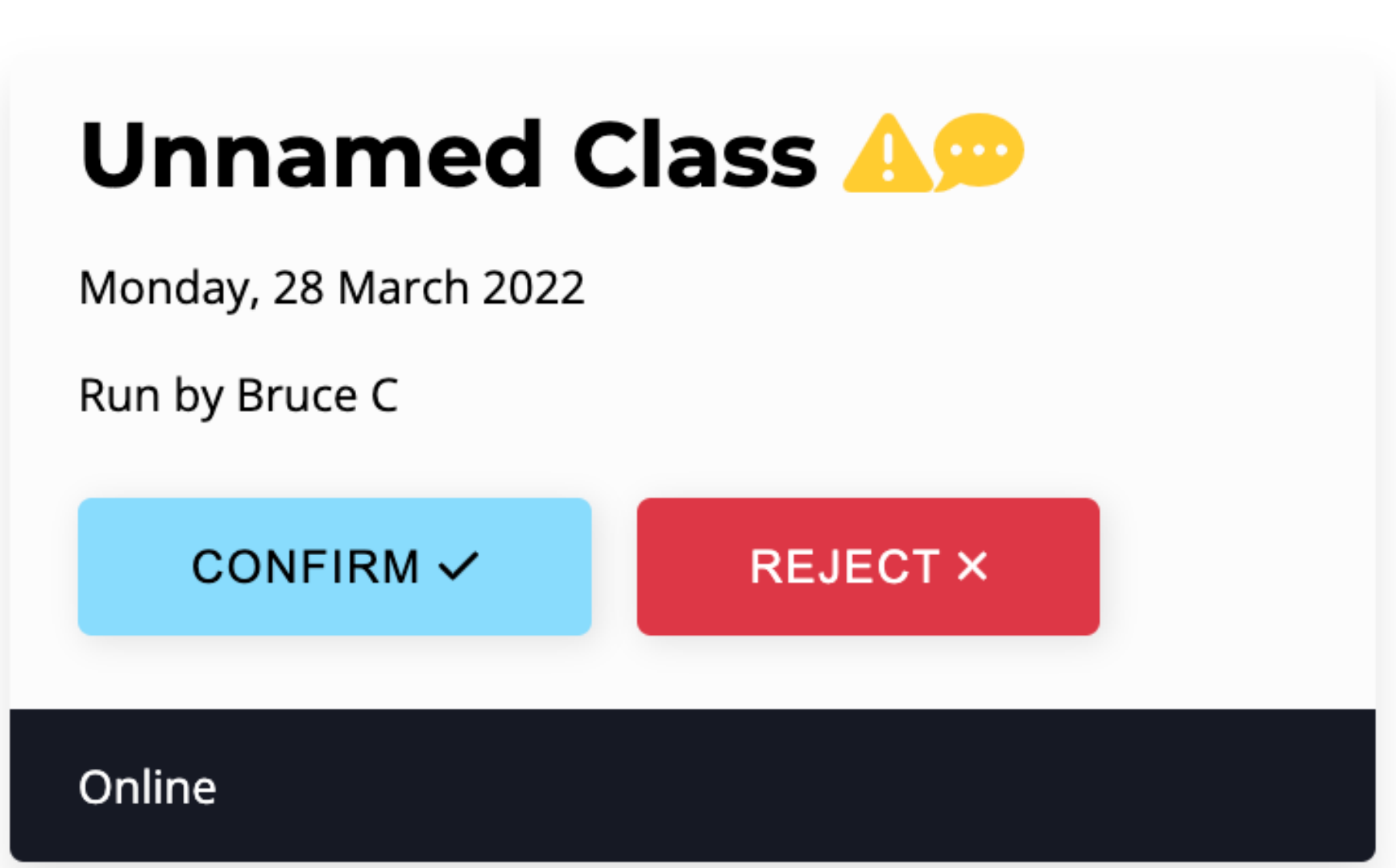
For all paid tutoring sessions, payment arrangements should be organised between the tutor and the student using Minerva's built-in chat function. Minerva does directly engage in the facilitation of payments between the student and the tutor. If any payment disputes persist, please email us at tutoring@minervaeducation.co.nz with a brief explanation.

Lesson Scheduling

The Minerva platform is built to help you easily schedule, keep track of, and change lesson times. The process for scheduling lessons is as follows:

1. You and your tutor collectively decide on a session time using Minerva's built-in chat function (or in a prior tutoring session).
2. The tutor will send you a Session invite through the Minerva app, which will show up in both your Dashboard and your Sessions tab. The invite will include the session time, session location, and video call link (if applicable). You will also receive an email notification about the session invite (be sure to check your spam folder regularly!).
3. 'CONFIRM' the session invite in the Minerva app, and you're set! If the invite from the tutor has an incorrect date/time, simply 'REJECT' the invite and message your tutor using the chat function with an explanation.

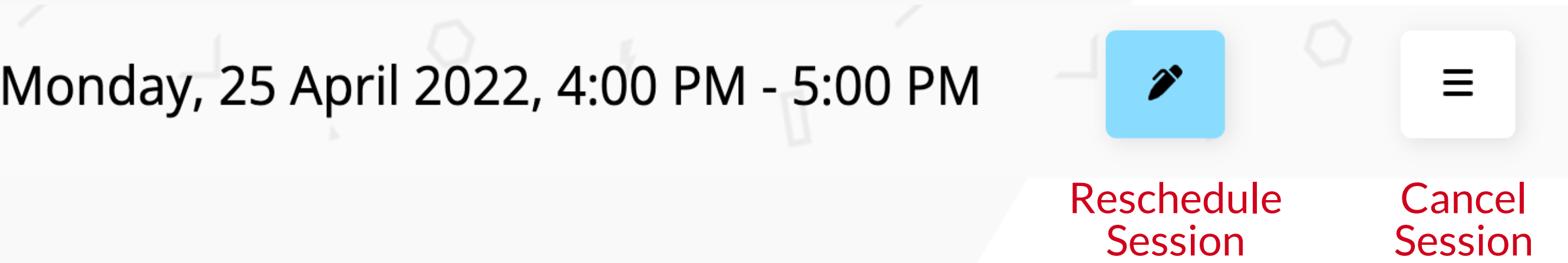
NOTE: It is crucial that you confirm/reject every single session invite that the tutor sends through. The tutor is not obliged to show up if you do not confirm the session.



4. After the session concludes, you'll have the option to review the session.

Rescheduling/Cancelling Sessions

If you have already confirmed a session and are no longer able to attend your lesson at the agreed upon date and time and would like to reschedule, simply click the blue button next to the Session time to edit the date and time:



Note that your tutor will receive an email notification about your proposed date/time change, and they will need to 'CONFIRM' the new proposed session date/time in order for the session to be official. If you would like to cancel the session, simply click the grey bar next to the session time. Out of respect for your tutor, we encourage you to reschedule or cancel sessions well ahead of time.

Minerva's FREE University Consulting

As part of our mission to make the world's best educational opportunities available to all NZ high schoolers, we provide FREE university consulting services to Minerva students who are interested in going to the world's top universities in the US or UK. Minerva's founders are former New Zealand high schoolers that have been through the complex application process and have since gained acceptance into top US and UK institutions such as Harvard, Duke, Yale, and Oxford.

If you have any questions regarding which curriculum to take, how to best structure your extracurricular activities, which universities to apply to, or anything else related to your US/UK university applications, we are more than happy to provide free advice.

Simply book a time by emailing us at tutoring@minervaeducation.co.nz, and one of our consultants can help provide you with mentorship and advice through a 30-minute online call. Though we do not impose strict limits on the number of free calls, please bear in mind that our consultants are US university students, and may not be available during certain periods of the year.

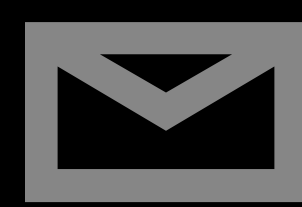
Contact Us

If you have questions, concerns, or general feedback on how we could improve our services, please feel free to email us anytime at tutoring@minervaeducation.co.nz. If you would like to discuss any details in depth, please do not hesitate to book a call with our team via email. We are here to support you, and highly value any correspondence from students on our platform.

Thank you once again for using Minerva's tutor search platform.

Happy Tutoring!

You can reach us at:



tutoring@minervaeducation.co.nz



www.minervaeducation.co.nz

THANK YOU.