



PEER TUTORING CONTRACT

Students are entitled to 15 Hours of Peer Tutoring Per Semester

Student Name: _____

Phone #: _____

Program of Study: _____

Campus: _____

Tutor Name: _____

Phone #: _____

1. The tutoring sessions will take place at a mutually agreed upon time and place, preferably at the college. We understand that transportation to and from the tutoring sessions is the responsibility of the individuals.
2. It is the **student's** responsibility to:
 - Be recommended for tutoring by the instructor;
 - Be on time for all sessions;
 - Contact the tutor if unable to attend any session;
 - Bring to each tutoring session any texts, notes, paper or other materials required to complete the session;
 - Specify for his/her tutor the subject area that is causing concern;
 - Ensure that the Tutoring Log is filled in and initialed at the conclusion of each session;
 - Understand that failure to attend **two (2)** tutoring sessions without notifying the tutor may result in termination from the tutoring program.
3. It is the **tutor's** responsibility to:
 - Be recommended by an instructor who can attest to the tutor's ability to tutor successfully;
 - Be approved by Student Services;
 - Be on time for all sessions;
 - Contact the student if unable to attend a tutoring session;
 - Bring to each tutoring session any texts or reference materials which they believe would prove useful;
 - Undertake to discharge their responsibilities to the best of their ability;
 - Understand that failure to attend **two (2)** tutoring sessions without notifying the student may result in termination from the tutoring program;
 - Ensure that the Tutoring Log is filled in and initialed at the conclusion of each session;
 - Ensure that payroll time sheets are filled out completely and accurately with all required signatures, and submit **on time** according to the payroll schedule deadlines.
4. The tutor **SHALL NOT**, under any circumstance, complete any assigned papers or projects on behalf of the student.

5. The tutor shall respect confidentiality and therefore shall not give any identifying information regarding his/her student to others.
6. At the conclusion of each tutoring session the student and tutor will plan the tasks to be covered during the next session.
7. It will be the tutor's responsibility to submit a **fully and properly completed** time sheet to the Campus Administrator for payment purposes on a bi-weekly basis to coincide with payroll deadlines.
8. Pay for peer tutoring sessions has been set at the provincial minimum wage.
9. If any concerns, questions or complaints arise regarding the tutoring sessions, either the student or tutor may contact Student Services.
10. The tutor will not be held responsible for the student's overall performance within the course.
11. When tutoring sessions are no longer required, the student and/or tutor will notify Student Services.

PEER TUTORING IS NOT TO REPLACE REGULAR CLASSROOM INSTRUCTION. ANY STUDENT WITH UNEXCUSED ABSENCES FROM CLASS WILL HAVE HIS/HER PEER TUTORING CONTRACT CANCELLED.

We have read and hereby agree with the information and guidelines in this contract.

College of the North Atlantic is an educational body of the Government of Newfoundland and Labrador, and is therefore subject to the Access to Information and Protection of Privacy Act, 2015 (ATIPPA). Student Services is collecting your personal information to process this peer tutoring contract. It will only be used for this purpose. Personal information may be disclosed to the tutor or faculty. This personal information is collected under the authority of the College Act 1996 (SNL1995, Chapter C-22.1). Collected personal information will be stored in accordance with our normal network and information security measures. For further information about the collection and use of this information please contact the Associate Vice-President of Student Services at 709-643-7835. For more information about the ATIPPA please visit www.cna.nl.ca/about/atippa.asp.

We have read and understand the Privacy Statement above and consent to the collection and use of this personal information.

Course

Tutor Assigned (*Print Name*)

Instructor's Signature

Student Signature

Tutor Signature

Campus Admin. Signature

Date

Date

Date