Personal Details

Tutor’s Name: ________________________________  Student’s Name: ________________________________

Course enrolled in: _______________________________________  Semester: 1 ☐  2 ☐

Period of Agreement:  

d  d  m  m  y  y  y  y  to  

d  d  m  m  y  y  y  y

Units

Tutors are eligible to provide students with 2 hours per unit per week or 3 hours for students who hold a Curtin Access Plan.

Please list below the units you will be tutoring for this student for the current semester.

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>UNIT TITLE</th>
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Rate of pay per hour: $55.00 (Sessional Rate)  Cost Centre: V-113000-7010 – C Level A5000

By signing this document I have read and understood the dates of tuition and the maximum hours of weekly tuition I can provide to the student. I understand if I exceed the maximum hours or provide tuition outside of these dates I will not be paid for these times.

Tutor’s Signature: ________________________________  Student’s Signature: ________________________________

ITAS Officer’s Signature: ________________________________  Date:  

d  d  m  m  y  y  y  y
Declaration

1. I declare that
   • My details are correct.
   • There is no conflict of interest with my nominated tutor/s.
   • I understand that tutoring cannot commence until my application has been processed and I have been advised as such from the ITAS Officer.

2. I declare that I will:
   • Participate in the tuition arranged through ITAS.
   • Construct a work program with my tutor at the first tutorial session.
   • Attend all arranged tutorial sessions.
   • Confirm tuition at the end of each tuition session by signing and dating the tutor claim form.
   • Notify the ITAS Officer if I have a change in circumstances such as change of address, phone number or email address – within 7 days of that change occurring.
   • Notify the ITAS Officer if I have to withdraw or change my enrolment - within 7 days of that change occurring
   • Notify the ITAS Officer if I no longer require tuition.
   • Make contact with the ITAS Officer for assistance if I feel at any time that I am not making satisfactory progress with my tutoring.

3. I will give the tutor at least 24 hours notice before the tutorial session if the sessions are to be cancelled or changed, otherwise the tutor will be entitled to a 1 hour “no show” courtesy payment and the hours will be deducted from my allocated tutoring hours.

4. I acknowledge that by not attending an arranged tutorial on two occasions without valid reason or advanced notification my tuition may be cancelled.

5. I give my permission for my contact details to be given to my tutor(s).

6. At the conclusion of each semester I understand that I am required to complete an ITAS tuition evaluation form and return to the ITAS Officer.

Student signature: __________________________________________ Date: ____________

Please return this form to:

ITAS Officer

Centre for Aboriginal Studies
Curtin University, GPO Box U1987
Perth 6845, Western Australia

Telephone: 08 9266 7091 or 1300 052 732
Email: CAS-ITASAdmin@curtin.edu.au
Web: karda.curtin.edu.au

Office Use Only

Tuition approved ☐ yes ☐ no
Total hours __________________________ hours(s)
Proof of enrolment ☐ yes ☐ no

Comments ____________________________________________________________

Signed. ______________________________________________________________ Date of approval: ____________

d d m m y y y y