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CENTRE FOR ABORIGINAL STUDIES

INDIGENOUS TUTORIAL ASSISTANCE SCHEME (ITAS)

Student & Tutor Agreement

Make tomorrow better.

karda.curtin.edu.au

Personal Details					
Tutor's Name:	Student's Name:				
Course enrolled in:	Se	emester: 1 🗆 2 🗆			
Period of Agreement:	d m m y y y y to d d m m y y y y				
Units Tutors are eligible to pro	ovide students with 2 hours per unit per week or 3 hours for students who hold a Curt	tin Access Plan.			
Please list below the uni	ts you will be tutoring for this student for the current semester.				
SEMESTER UNITS					
UNIT CODE	UNIT TITLE				
Rate of pay per hour: \$55.0	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.					
Tator 3 Signature.					
ITAS Officer's Signature:	Date:				

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:			_	
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 \square yes \square no		
Comments			_	
Signed.	Date of a	approval:		