



PEER TUTORING CONTRACT

Learners Are Entitled To 15 Hours of Peer Tutoring Per Semester

Learner Name

Address

Phone Number

Learner E-mail

Program of Study

Tutor's Name & Phone Number

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 **learner's** responsibility to:
 - 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;
 - Be recommended for tutoring by the instructor;
 - Be on time for all sessions;
 - Contact the tutor if unable to attend any session;
 - Understand that failure to attend **two** tutoring sessions without notifying the tutor will 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 learner's ability to tutor successfully;
 - Be approved by Learner Services;
 - Be on time for all sessions;
 - Contact the learner(s) if they are 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** tutoring sessions without notifying the learner(s) may result in termination from the tutoring program;
 - Ensure that payroll time sheets are filled out completely with all required signatures and submitted **on time** according to the schedule.
4. The tutor **shall not**, under any circumstance, complete any assigned papers or projects on behalf of the learner.

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5. The tutor shall respect confidentiality and therefore shall not give any identifying information regarding his/her learner(s) to others.
6. At the conclusion of each tutoring session, the learner and tutor will plan the tasks to be covered during the next session.
7. The learners and tutor will maintain a record of the number and duration of tutoring sessions. It will be the tutor's responsibility to **submit a fully and properly completed** time sheet to Learner Services for payment purposes.
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 learner or tutor may contact Learner Services.
10. The tutor will not be held responsible for the learner's overall performance within the course.
11. When tutoring sessions are no longer required the learner and/or tutor will notify Learner Services.

Peer tutoring is not to replace regular classroom instruction. Any learner 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 the contract.

_____	_____	_____
Learner Signature	Learner Services Signature	Tutor's Signature
_____	_____	_____
Date	Date	Date
_____	_____	_____
Subject	Instructor's Signature	Tutor Assigned
_____	_____	_____
Subject	Instructor's Signature	Tutor Assigned
_____	_____	_____
Subject	Instructor's Signature	Tutor Assigned