



Tutoring Agreement and Contract

Tutor and tutee must review, discuss, and sign the Tutoring Agreement before beginning tutoring sessions. Please contact the Office of Student Affairs, if you have questions or do not agree with the following terms. Breach of the Tutoring Agreement and Contract from either party may result in an honor code violation.

Tutor Agreement

Tutor, please initial each statement.

- ___ Tutor must be available at least one (1) hour per week for tutoring sessions.
- ___ Tutor must record all tutoring sessions on the Tutor Report and Payment Form and submit it to the Office of Student Affairs.
- ___ Tutor must be reasonably available via telephone and/or email with the Tutee to schedule tutoring sessions.
- ___ Tutor must obtain approval from the Office of Student Affairs and Course Coordinator for additional tutoring hours.
- ___ Tutor should limit the number of students they assist to no more than three (3) over a semester.
- ___ Tutor must report any issues or challenges with the Tutee to the Office of Student Affairs immediately.

Tutee Agreement

Tutee, please initial each statement.

- ___ Tutee is responsible for contacting and arranging tutoring sessions with the Tutor.
- ___ Tutee must make every effort to be punctual and prepared for each tutoring session.
- ___ Tutee must report any issues or challenges with the Tutor to the Office of Student Affairs immediately.

Tutor Name (Print)

Tutor Signature

Tutee Name (Print)

Tutee Signature

Submit Tutoring Agreement and Contract to the following:
Jonathan Ballard
Office of Student Affairs Room 255

Please contact Jonathan at 916-686-8027 or Jonathan.Ballard@cnsu.edu, if you have any questions.