



**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.

Any student serving as a tutor or teaching assistant who has filled in a tutoring contract with the Office of Student Affairs must submit their tutor payment forms to the Student Affairs and Admissions Coordinator. If the tutor is tutoring one student, the tutor must clock in and out on the Paycom machine in addition to submitting their tutor payment forms. The Office of Student Affairs will send biweekly reminders of when to submit your tutor payment forms. Failure to adhere to the tutor payment process may result in your tutoring services being denied payment.

_____	_____
Tutor Name (Print)	Tutor Signature
_____	_____
Tutee Name (Print)	Tutee Signature

Submit Tutoring Agreement and Contract to the following:  
 Please submit this form to [copstudentaffairs@cnsu.edu](mailto:copstudentaffairs@cnsu.edu). If you have any questions, please contact [copstudentaffairs@cnsu.edu](mailto:copstudentaffairs@cnsu.edu).