

UNIVERSITY OF TORONTO

PEER TUTORING

University of Toronto Peer Tutoring Tutee Agreement

As a Tutee of University of Toronto Peer Tutoring (“UTPT”), you must adhere to the following rules:

You shall:

1. Read and understand the UTPT Constitution.
2. Treat Tutors with respect and act with patience and professionalism at all times.
3. Be responsible for setting up scheduled tutoring sessions with your Tutor at times agreed by both parties. *Note: It is **not** UTPT’s responsibility to arrange tutoring sessions.*
4. Review the relevant material prior to each session, and arrive at the session prepared with specific course-related questions.
5. Sign your Tutor’s Tutor Log at the conclusion of each tutoring session.
6. Be punctual and, if practicable, notify your Tutor of any lateness. If your Tutor has been waiting for more than 15 minutes after the start of your tutoring session, he or she may leave without notice.
7. Inform your Tutor at least 48 hours before the scheduled meeting time should you be unable to attend. If you cannot contact your Tutor, you **must** notify your Division Manager as soon as practicable. It is **your** responsibility to reschedule the tutoring session.
8. Notify your Tutor 7 days in advance should you no longer require his or her service.

If you do not adhere to the terms and conditions above, UTPT reserves the right to suspend or terminate your membership.

By signing below, I, (print name) _____, indicate that I have read, understood, and agreed to all the terms and conditions set in this Agreement, which will be valid for the entire duration of my time spent as a UTPT Tutor in the 2011-2012 academic year.

Name (Please print)

Student Number

Email

Courses of Interest

Signature (Tutee)

Date

Signature (Division Manager)

Date