



Writing and Study Skills Services – Laurier Brantford
Tutor Referral Service
Tutor-Student Agreement

As a tutor with the Tutor Referral Service, I agree to:

- Be prepared and prompt for each tutoring session;
- Provide 24 hours notice of cancelling or rescheduling a session. In the case of a cancellation without notice, I will provide a free tutoring session.
- Arrange to meet with students in public and mutually convenient locations;
- Maintain confidentiality about the identity and details of the student;
- Treat the student with respect and conduct each session in a professional manner;
- Accept payment of \$_____ in cash at the beginning of each session or make alternate arrangements before the session begins;
- Address any changes or concerns with the ALC or WSSS as they arise.

Tutor Signature

Date

As a student using tutoring services, I agree to:

- Be prepared and prompt for each tutoring session;
- Provide 24 hours notice of cancelling or rescheduling a session. Without notice, I will pay the tutor a fee for one hour of tutoring;
- Arrange to meet with the tutor in public and mutually convenient locations;
- Treat the tutor with respect;
- Pay the tutor \$ _____ in cash at the beginning of each session or make alternate arrangements before the session begins;
- Address any changes or concerns with the ALC or WSSS as they arise.

Student Signature

Date

Please complete two copies of the agreement. The tutor and student should each keep one copy.