

**1. Fees**

- I agree to reimburse my tutor **the fee displayed on his/her profile** on the Acadia Tutoring Service Acorn page. I agree to pay the necessary funds at the end of each tutoring session via cash or e-transfer.
- I understand that failure to attend a scheduled tutoring session, without attempt at cancellation, may result in a \$20 fee that **must be paid** before additional tutoring can take place.
 - I will provide a minimum of 3 hours' notice when cancelling; failure to do so may result in a \$10 fee.
 - If I fail to cancel my appointment *and* am a “no-show”, I will reimburse your tutor \$20.

_____ (initial)

2. Tutoring Session Etiquette

- I will come to my tutor meetings (either in-person, or via an online platform) on time.
- For all in-person meetings, I will ensure I meet my tutor in a public location (e.g. the Student Union Building, the library) and **never** in a residence room, apartment, or other private space.
- I will come to tutor appointments prepared. I will bring any class materials the tutor will require, along with a computer, calculator, writing instruments and paper where necessary.

_____ (initial)

3. Tutor Responsibilities

- I understand my tutor is there to support my learning initiatives, and that he/she is not expected to re-teach extensive portions of class material.
- I understand my tutor may not be able to answer all of my questions in full.
- I understand my tutor is **not allowed** to complete class assignments or quizzes on my behalf or to directly help me in completion of work that will be graded.
- More broadly, I understand my tutor cannot aid in any form of academic dishonesty including plagiarism and cheating.
- I understand that my professor, not my tutor, is ultimately responsible for determining course content, grades and final outcomes.

_____ (initial)



4. Tutor-Tutee Relationship

- I understand that information from tutoring sessions will be treated as confidential, but agree that my tutor can discuss progress with the Tutoring Coordinator.
- I understand that my relationship with my tutor is **strictly professional** and not personal.
- I understand that if, at any point, I feel my tutor has acted in an unprofessional manner including, but not limited to: promotion of academic dishonesty, romantic or sexual advances, personal harassment or discrimination, and any activities that infringe on my privacy or rights - I have the right to report this immediately to the Tutoring Coordinator and/or other appropriate university supports such as the Sexualized Violence Response and Education Office or Equity Office.* These guidelines are in effect for both in-person and virtual (e.g. online) tutoring sessions.

_____ (initial)

I, _____, on _____, have read and understood this
name date
agreement and agree to its terms.

The following information is optional, and may be passed on to the Accessible Learning Facilitator:

I am an Acadia student registered with the Accessible Learning Services. _____
yes/no

*For Acadia University's policy on Academic Integrity, please refer to the relevant sections of the current Academic Calendar.

*For access to the complete Acadia University Code of Conduct, [please see here](#).

*For access to the complete Acadia University Sexualized Violence Policy, [please see here](#).

*For access to the complete Acadia University Harassment and Discrimination Policy, [please see here](#).