



## INDIGENOUS TUTORIAL ASSISTANCE SCHEME (ITAS)

### STUDENT RESPONSIBILITIES

Students please note that you have the following responsibilities as a recipient of ITAS:

1. The tutor is required to submit an ITAS Casual Staff Academic Claim Form so they can be paid.
  - YOU must ensure that the following details are correct before you sign the Verification form:
    - Dates
    - Times
    - Hours
  - Students must also ensure that they keep a record of the times and dates for all tutorial sessions.
2. Under ***NO circumstances*** should you sign ***BLANK*** verification forms.
3. Students must give tutors 24 hours notice if the tutorial session/s are to be cancelled or changed, otherwise the tutor will be entitled to a 1 hour “No Show” payment and the 1 hour will be deducted from your allocation of tutoring hours.
4. Please note ITAS tutoring will be terminated if the student fails to attend the arranged tutorial session after 2 “No Shows”.
5. Students are not to exceed the number of tuition hours stated on the tutor’s contract without approval from the ITAS Coordinator.
6. Tuition sessions may begin only when:
  - The tutor has registered with the ITAS Coordinator.
  - The tutor has received a written contract and returned it signed to the Koori Centre, University of Sydney
7. At the conclusion of each Semester you are required to complete an ITAS *Tuition Assessment Form* and return it to the ITAS Coordinator.
8. If you feel at anytime you ARE NOT making satisfactory progress with your tutoring, please contact the ITAS Coordinator on **(02) 9351 5177** or **Toll Free 1800 622 742**.