

TUTORING CONTRACT

Last Revised August, 2022

Directions: Complete two copies. One is kept by the tutee, for reference; the other is to be returned to TRIO SSS Tutoring.

I, _____, **understand and agree to the following conditions and responsibilities in order to receive tutoring through TRIO Student Support Services:**

1. I will **communicate** with my tutor (and the TRIO SSS Tutoring staff) in a timely and courteous manner.
2. It is my responsibility to **show up on time and be prepared** for each tutoring session.
3. I will give the tutor my **undivided attention** during tutoring sessions.
4. I will meet with my tutor for two hours each week, **unless another arrangement has been approved by SSS Tutoring in advance**. I will do my best to adhere to the schedule my tutor and I arrange, and will let SSS Tutoring know if that schedule changes. In the event my tutor is delayed, I will wait 15 minutes from the assigned start time before leaving; my tutor will do the same for me.
5. If I am unable to attend a tutoring session due to an illness or emergency, **I will contact my tutor at least 4 hours before** the start of our scheduled session. If extenuating circumstances prevent me from giving 4 hours' notice, I will contact the SSS Tutoring office (um.ssstutoring@maine.edu) to explain.
6. Instead of canceling, I will attempt to reschedule a tutoring session if my tutor is available. I understand that my tutor may not always be able to accommodate rescheduling.
7. If I choose to **cancel more than three sessions**, tutoring services may be discontinued for the remainder of the semester. If circumstances are likely to make me exceed this three-session limit, I will contact the SSS Tutoring office (um.ssstutoring@maine.edu) as soon as possible to explain. *"Not having enough to work on" or feeling like "I am comfortable with this week's material" or "I have a test this week" are NOT good reasons to cancel a tutoring session.*
8. Canceling a session with less than 4 hours' notice, or giving no notice at all, will count against me more than if I give adequate notice. My first late cancellation (or no-show) will only count as one absence, but any additional late cancellations or no-shows will count as two absences. A "session" is considered one hour of tutoring; a canceled two-hour session counts as two cancellations.
9. I am expected to attend and to actively participate in class (or recitation/lab), and to complete all reading and homework assignments.
10. I will notify both my tutor and the SSS Tutoring office (um.ssstutoring@maine.edu) if I no longer require tutoring services.

Tutee's Signature

Date

Contact TRIO SSS Tutoring at um.ssstutoring@maine.edu or by phone/text at 207-994-8884