

## ASA Tutor Program Terms and Conditions

The ASA encourages students who are pursuing their education at the Augustana Campus to apply for an opportunity to help a peer through this program. Acceptance to this program will be dependent on your academic achievements, once approved. To verify which courses you have completed, we will require you to upload a copy of the transcript as part of your application.

T's & C's:

- Tutors are **required** to have **taken and successfully completed** the university and high school courses that they wish to tutor for. Tutors are required to have received at least a B (university) or 80% (high school) in the courses that they wish to tutor in.
- If an applicant wishes to tutor a course that they have **not** taken at the University of Alberta, they will be required to submit **official documentation** verifying their completion of the said course.
- **Completion of this form does not guarantee acceptance into the ASA Tutoring Program.** Appointed ASA members will still have to review your application for approval.
- If you are accepted to the program, you will be required to complete a training course that will be provided to you through the ASA VP Academic or an appointed member of the ASA
- Tutors who are **accepted** into the program will then draft an **advertisement and send it to the VP Academic or an appointed member of the ASA to put up on the ASA**

**Tutor Registry** and will be allowed to set their **own** prices with the option to provide their service voluntarily.

- The ASA will only act as a medium connecting the tutors to the tutees via the listing and **will not be responsible for the provision of the service.**
- The ASA will ensure that the tutors are held accountable to their tutees and tutees are also held accountable to their tutors and **reserves the authority to de-list a tutor/tutee.**
- If payment for the service is required, the payment will be made directly by the tutee to the tutor. The ASA shall only act as an overseeing body to ensure that both parties respect the agreement made.
- The violation of any rule and regulation or agreement shall result in a disciplinary hearing to be conducted by a committee put together by the VP Academic.

Robel Ng'ong'a



ASA VP Academic 2020/21