

**Juniata College
Intensive English Program
Tutoring Agreement**

Download, read, print, and sign the Tutoring Agreement, *before* your first tutoring session. By signing this document, you are agreeing to the following:

1. The tutor and tutee (i.e., the ESL student) will agree to meet for one hour/week in the Intensive English Program Academic Study Center in the Oller Center Carriage House.
2. If more than one hour/week of tutoring is desired, the student must get approval from the IEP Director.
3. The tutor and tutee can arrange to meet at a time that is convenient for both people. It is strongly encouraged that they meet at the same time every week. However, if mutually agreed upon, they may meet at another time.
4. If either the tutor or tutee need to cancel a session, do the following:
 - a. **Contact the other person and the IEP Director *at least 24 hours before the session*** with the reason you need to cancel.
 - b. Suggest possible time to reschedule the session within 3 days of the original session.
5. Tutors will contact the IEP Director if the tutee is more than 15 minutes late or absent. If a tutee has 2 or more lates/absences, the IEP Director will review the situation with the tutor and/or tutee and determine if tutoring should continue.
6. If the tutee wishes to stop tutoring sessions, s/he must contact the IEP Director with the reasons for discontinuing.

I have read, understand and agree to observe the above procedures.

Tutee:

Name: _____

Signature _____

Date: _____

Tutor:

Name: _____

Signature _____

Date: _____