

# ITAS -Indigenous Tutorial Assistance Scheme

Woolyungah Indigenous Centre, University of Wollongong  
The University of Wollongong Centre of Learning, Research and Support for Aboriginal and Torres Strait Islander People

## ITAS STUDENTS' ROLE AND RESPONSIBILITIES

**As a recipient of ITAS the student's role and responsibility is as follows:**

1. The tutor is responsible for lodging all salary claim forms for payment, however, it is the students' responsibility to ensure
  - a. The date and time that the tuition took place is correct
  - b. The amount of time the tuition session had taken is correct
  - c. At the end of each tuition session that the claim is signed by the student
  - d. That a record of all tuition times is kept as part of their personal records.
2. **Under no circumstance should a student sign a blank salary claim form**
3. Student must give the tutor 24 hour notice if the tuition session will be cancelled or changed, otherwise the **tutor will be entitled to a 1 hour "NO SHOW"** payment and the hour will be deducted from your allocation of hours.
4. You are not to exceed the number of hours stated on the tutor's contract and in your notification letter without approval from the ITAS Coordinator.
5. At the conclusion of a semester you are required to complete an ITAS Progress Report and return it to the ITAS Coordinator. Failure to do so may result in no further ITAS assistance being approved.
6. If you feel that you are not satisfied with the amount and/or level of tuition provided by your contracted tutor, you are to contact the ITAS Coordinator immediately.

**Please note that tuition sessions can only begin when**

1. The tutor has registered with the ITAS Coordinator
2. The tutor has received a written contract and returned it signed to the ITAS Coordinator
3. **ITAS tutoring will be terminated** if the students fails to attend the arranged tutorial session **after 2 "NO SHOWS"**

Any queries please contact David Kampers on 42213560 or email me at [dkampers@uow.edu.au](mailto:dkampers@uow.edu.au)