

Issued: 8-June-2007

ITAS TUTORIAL CLAIM FORM

To be completed by the **Tutor** and **Student(s)** at each tutorial session

Section A. To be completed by the Tutor and ITAS Coordinator				
Program Reference No:	Employee ID:	Job No:		
Tutor's Name:				
Module/Unit Name or Code	Date	Time From	Time To	No. of Hours
STUDENTS PLEASE NOTE:				
TWO (2) CONSECUTIVE 'NO SHOWS' WITHOUT PRIOR WARNING WILL RESULT IN TUITION BEING CANCELLED				
STUDENT'S NAME		STUDENT'S SIGNATURE		
Please list names of ALL students on ORIGINAL application.		All Students present MUST sign. Please state reasons if student(s) are absent.		
Declaration: I declare that the information given on this form is complete and correct and that I have provided tutorial assistance for the students(s) as indicated.				
Tutor's Signature:			Date:	
Section B. Completed by ITAS Coordinator				
Hours Approved:		Rate of Pay:		
Signature:			Date:	
Section C. Entered into StaffOnline by				
Print Name:				
Signature:		Date:		Ext No:
Please forward to People Management and Development for filing.				