

SECTION 1 - TUTORIAL SUPPORT (To be completed by Tutor)

Tutor Name:		Employee ID (leave blank if not known):		
Date (dd/mm/yy)	Unit Name or Code	Start Time	Finish Time	No. of Hours
			Total Hours:	

SECTION 2 - TUTOR DECLARATION AND SIGNATURE

1. I declare that the information I have provided on this form is true and complete.
 2. I understand that the giving of false or misleading information may lead to the cancellation of my contract and the denial of any future contracts.
 3. I declare that I have provided tutorial assistance for the student(s) as indicated.

Signature of Tutor:	Date:
Student Name(s) (List all the student(s) that attended the tutorial session)	Student Signature

SECTION 3 - HOURS APPROVED Completed by Tutorial Support Staff

Hours Approved:	Rate of Pay:
Signature:	Date:

SECTION 4 - STAFF ONLINE Entered into StaffOnline by

Print Name:		
Signature:	Date:	Ext No:

Please forward to Office of People and Capability for filing.