The first preference for all tutors is that hours are entered online through the TS database. This form should only be used where the student/s may be remote and confirming tutoring hours can prove difficult.

SECTION 1 - TUTORIAL SUPPORT (TO BE COMPLETED BY TUTOR)

<table>
<thead>
<tr>
<th>Date (dd/mm/yy)</th>
<th>Unit Name or Code</th>
<th>Start Time</th>
<th>Finish Time</th>
<th>No. of Hours</th>
</tr>
</thead>
</table>

**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 giving false or misleading information is a serious offence resulting in contract cancellation and exclusion from the Program; and I may incur a debt to the Commonwealth or the provider or both if I receive assistance or payment that I should not have received.

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: Ext No:

Signature: Date: