

## **ATAS – STUDENT ROLES AND RESPONSIBILITIES.**

1. **CLAIM FORMS:** The Tutor is responsible for lodging an ATAS Claim Form for payment, however it is the responsibility of the Student to ensure that the:
  - a) Date and Time the tuition took place is correct
  - b) Amount of Time the tuition session had taken is correct
  - c) Claim form is signed by you at the completion of tutorial session (**Under NO circumstances should a student sign a blank ATAS Claim Form**).
  
2. **WORK PROGRAM:** The Tutor is responsible for lodging a Work Program. The Work Program is a means by which both you and the Tutor can identify your educational needs. This process then allows the Tutor to put in place initiatives over the period of the Contract to address these needs. As the Student you are required to be involved in the process of developing this Work Program.
  
3. **TUTORIAL SESSIONS:** Students must give the Tutor 24 hours notice that the tutorial session is to be cancelled or changed. A word of advice have your tutorial sessions as part of your weekly timetable, that is, have them at a set time and day of each week set aside for your session. This will ensure that you get the most out of what ATAS as to offer.
  
4. You are not to exceed the number of hours stated on the Tutor contract and in your **Letter of Approval** without prior approval from the Manager-Special Programs.
  
5. **TUITION ASSESSMENT:** At the completion of the current contract period you will be required to complete a Tuition Assessment form. This form is to be returned to the Manager-Special Programs within two weeks of the completion of tutorials. Failure to do so will result in no further assistance under ATAS being available.
  
6. **START DATE:** Please note that tutorial sessions can only begin when:
  - a) The Tutor has registered with Charles Sturt University
  - b) The Tutor has received an **Approved Contract AND Letter of Approval** from the Programs Manager.
  
7. **NO SHOWS:** ATAS assistance will be terminated if a student fails to attend two (2) planned tutorial sessions without prior notice to the Tutor.