Use this form to claim payment for **each tutorial that you run in one week**. Tutors can run a maximum of one tutorial per subject per week and up to three subjects per semester.

If you ran one tutorial for the week, fill out one red section. If you ran two tutorials (one for each subject), fill out two red sections, etc.

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| --- | --- | --- | --- |
| **Tutor’s Name:** | Full name | **Week Beginning:** | Select date |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TUTORIAL - SUBJECT 1** | | | | | |
| Date: | Date | Tutorial start time: | Time | Tutorial finish time: | Time |
| Unit Code: | | | Student Names: | | |
| eg: KMA123 | | | Enter all student name/s here | | |
| Unit Name: | | |
| eg: Data Handling & Statistics 3 | | |
| Topics Covered: | | | Students of Concern/Details: | | |
| Details | | | Enter any details here eg: students not keeping up with material, concern with academic welfare etc | | |
| Questions/Topics to be covered next week: | | |
| Details | | |

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| --- | --- | --- | --- | --- | --- |
| **TUTORIAL - SUBJECT 2** | | | | | |
| Date: | Date | Tutorial start time: | Time | Tutorial finish time: | Time |
| Unit Code: | | | Student Names: | | |
| eg: KMA123 | | | Enter all student name/s here | | |
| Unit Name: | | |
| eg: Data Handling & Statistics 3 | | |
| Topics Covered: | | | Students of Concern/Details: | | |
| Details | | | Enter any details here eg: students not keeping up with material, concern with academic welfare etc | | |
| Questions/Topics to be covered next week: | | |
| Details | | |

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| **TUTORIAL - SUBJECT 3** | | | | | |
| Date: | Date | Tutorial start time: | Time | Tutorial finish time: | Time |
| Unit Code: | | | Student Names: | | |
| eg: KMA123 | | | Enter all student name/s here | | |
| Unit Name: | | |
| eg: Data Handling & Statistics 3 | | |
| Topics Covered: | | | Students of Concern/Details: | | |
| Details | | | Enter any details here eg: students not keeping up with material, concern with academic welfare etc | | |
| Questions/Topics to be covered next week: | | |
| Details | | |

Submit your completed form to Rob McDonald [adp@jane.edu.au](mailto:dos@jane.edu.au) or in person.