

Indigenous Tutorial Assistance Scheme (ITAS)



FORM A

Student Application Semester 1, 2012

*You need to apply for ITAS each semester
For ITAS inquiries phone: (08) 9370 6115 or
go to
www.kk.ecu.edu.au/students/itas.html

IMPORTANT you cannot commence tuition until you have received confirmation from the ITAS Coordinator. Please check your student e-mail account for this confirmation.

If you received ITAS assistance in semester 2, 2011 you must complete a Tuition Assessment form H before your semester 1 application will be considered. The Tuition Assessment form H can be downloaded from the ITAS website.

Student and Course Details

Your name	<input type="text"/>		
Your student ID	<input type="text"/>	Date of Birth	<input type="text"/>
Name of your course	<input type="text"/>	Course Code	<input type="text"/>
Phone Number	<input type="text"/>		

Are you;

- Aboriginal
Torres Strait Islander
Neither Aboriginal or Torres Strait Islander (Sorry, you are not eligible for ITAS assistance)

Unit assistance information

(Note: students can be approved up to a maximum 2 hours per week, per unit. Conditions apply).

Unit Code (i.e. ACC1100)	Unit Name (i.e. Intro to Accounting)	Hours per week you would like assistance.
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please indicate if you require assistance with the following, more general areas;

- | | | | |
|--|--------------------------|--------------------|--------------------------|
| Essay Writing | <input type="checkbox"/> | Referencing | <input type="checkbox"/> |
| IT Environment (i.e. Word or Blackboard) | <input type="checkbox"/> | Assistance Editing | <input type="checkbox"/> |
| Study and Research Skills | <input type="checkbox"/> | Time Management | <input type="checkbox"/> |

Tuition Preferences

Where would you prefer your ITAS tuition to take place?

- Mt Lawley Campus Joondalup Campus Bunbury Campus
Your home Other

Would you like to nominate a tutor?

Name Ph:

Tuition Assessment

This section of the ITAS Student Application is to be completed by your **Course Coordinator or tutorial lecturer/s**. Their details are required as they will be contacted at the end of semester to comment on your progress.

Students in their first semester of an undergraduate degree do not need to have this form completed if their Course Coordinator or Lecturer/s feel unable to comment this early in semester.

How to complete this Assessment

This assessment should provide details of the academic issue/s preventing the student from achieving satisfactorily. For example if the student has failed a unit/s, is just passing the course/subject or requires additional assistance to achieve a specific academic level/ranking in order to proceed to a subsequent stage (i.e. Honours). This information will assist the students ITAS tutor to plan their program of tuition.

Assessment

Unit Code 1

Comments

Coordinator/Lecturer

Name

Signature

Contact Ph/Email _____

Unit Code 3

Comments

Coordinator/Lecturer

Name

Signature

Contact Ph/Email _____

Unit Code 2

Comments

Coordinator/Lecturer

Name

Signature

Contact Ph/Email _____

Unit Code 4

Comments

Coordinator/Lecturer

Name

Signature

Contact Ph/Email _____

Student Acknowledgement and Declaration

- The ITAS Coordinator will pass on your contact details to prospective tutor/s.
- **You cannot commence tuition until the ITAS Coordinator has contacted you** to advise of your applications approval and tuition details.
- You will attend all arranged tutorial sessions or give 24 hours notice of change/cancellation.
- If you do not make an arranged tutorial session, your tutor is entitled to claim a one (1) hour “no show” payment and you will sign their claim form at your next arranged session for the “no show”.
- You understand you are only entitled to two (2) no shows in a semester and that your eligibility for ITAS may be reviewed or cancelled.
- You will complete a Work Program with your tutor within two weeks of starting tuition.
- You will sign your tutors ITAS Pay Claim form at the end of each tutorial session.
- You and your Course Coordinator/Lecturer/s will complete a Tuition Assessment form at the end of your tutorial period.
- You understand that any information provided by you may be passed on to DEEWR for the purpose of monitoring and evaluating ITAS
- You understand that your ITAS Tutor may contact your Course Coordinator/lecturers regarding your progress and by signing this declaration you give consent for the Course Coordinator/lecturer/s to provide this information.
- All attempts to match you with a registered qualified tutor will be made however should one not be available for your specific course or area of need, another student at least two years academically ahead of you, with a high level of achievement in the course can be allocated to you.
- It should be noted that on occasion, the scheme may not have a suitable tutor for your particular academic needs and consequently ITAS assistance cannot be provided.

Your signature

Date

What happens now?

1. You need to complete the form and return it to;

ITAS Coordinator
C/- Kurongkurl Katitjin
Centre for Indigenous Australian Education and Research
Edith Cowan University
2 Bradford Street
MT Lawley WA 6050
OR email to j.barrow@ecu.edu.au
OR fax to: 08 9370 6055

2. Your completed application will be assessed for eligibility. If approved your potential ITAS tutor will contact you to discuss your needs and to see if you can come to an arranged day and time to conduct tuition.
3. If you can come to an agreement, the tutor will contact the ITAS coordinator with confirmation.
4. Your approval to receive ITAS tuition will be sent to your ECU Student E-mail account. It will contain the details of your tuition and your matched tutor’s contact details.

Note: If you cannot come to an agreed day and time to conduct tuition with a tutor, another can be allocated to you however this may take some time to organise.