## **Tutor Claim Form**



## First Nations Student Programs – Tutorial Support

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 - TU	TORIAL SUPPORT (TO BE COMPLETED BY TUTOR)				
Tutor Name:		Employee ID (leave blank if not known):			
<b>Date</b> (dd/mm/yy)	Unit Name or Code	Start Time	Finish Time	No. of Hours	
			Total Hours:		
SECTION 2 - TU	TOR DECLARATION AND SIGNATURE				
	the information I have provided on this form is true and comp hat giving false or misleadina the provider or both if I receive or:		that I should not hav	e received.	
Student Name/s (List all the student/s that attended the tutorial session)		Student Signature			
·	, , , , , , , , , , , , , , , , , , ,				
SECTION 3 - HO	URS APPROVED COMPLETED BY TUTORIAL SUPPORT ST	ΓAFF			
Hours Approved:		Rate of Pay:	Rate of Pay:		
Signature:		Date:	Date:		
SECTION 4 - STA	AFF ONLINE ENTERED INTO STAFFONLINE BY				
Print Name:					
Signature:		Date:	Ext No:		

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