

## Student Application Form — Indigenous Tutorial Assistance Scheme (ITAS)

This application is for Session 1  2  3  Year:

**Complete and return this form if you would like to apply for ITAS Support**

1. Student Details	
Are you Aboriginal and/or Torres Strait Islander?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(if no, you are not eligible to apply for ITAS)</i>
Student ID number:	Date of birth:
Surname:	Given names:
Address:	
City:	Postcode:
Phone:	Mobile:
Email:	

2. Course Information			
Name of course:			
Level of study (year):	Internal <input type="checkbox"/>	External <input type="checkbox"/>	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Campus:
Unit code	Unit name	Does unit have exam?	

3. Nominating a Study Support Officer (SSO)	
Do you have an SSO in mind? YES <input type="checkbox"/> NO <input type="checkbox"/>	<i>The ITAS Co-ordinator will match you to a suitable SSO if you do not nominate one.</i>
SSO's Name:	
Phone:	Mobile:
Email:	

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4. Student Responsibilities: as a recipient of ITAS, I understand and agree to the following:	I agree
<b>Preparation and attendance:</b> it is my responsibility to prepare for and attend all organised tutorial sessions. I understand that my attendance and participation at tutorial sessions may be monitored for quality assurance purposes and to ensure that my tutorial arrangements are working effectively.	
<b>Cancellation policy:</b> it is my responsibility to give the SSO up to 24 hours' notice if the tutorial session is to be postponed or cancelled. SSO will be entitled to claim 1 hour for a "no show" payment if notice is not given. I understand the maximum number of "no shows" per contract is 2.	
<b>Originality of work:</b> under no circumstances should I ask or expect SSO to do any part of my work for me, including library research, course reading or word processing on my behalf.	
<b>SSO claims:</b> it is my responsibility to check and sign the ITAS SSO Claim Form at the end of each tutorial session. Before signing, I must check that date, time and number of hours claimed are correct. Under no circumstances should I sign a blank ITAS SSO Claim Form.	
<b>Total approved hours:</b> that the number of hours stated on the SSO's contract and in my approval email will not be exceeded without approval from the ITAS Co-ordinator	
<b>ITAS Tuition Assessment Report:</b> this report will be completed by me and returned to the ITAS Co-ordinator at the end of each session I receive tutoring.	
<b>Commencing tutorials:</b> I understand that tutorial sessions can only commence when a SSO has a signed contract and I have signed and submitted this ITAS Student Application Form.	
<b>Personal information:</b> information provided by me to ITAS will be kept on file and may be used by IASS or passed on to the funding body for monitoring and evaluation purposes.	
<b>ITAS claims:</b> I may incur a debt with the Commonwealth or SCU if I make a claim and receive support for which I am not entitled.	

5. Educational Assessment — <i>Please tick areas listed below where you would like to receive help from a SSO.</i>	
<input type="checkbox"/> Academic writing skills	<input type="checkbox"/> Interpretation of assessments
<input type="checkbox"/> Understanding course and unit concepts	<input type="checkbox"/> Assignments meet requirements of school
<input type="checkbox"/> Referencing	<input type="checkbox"/> Applying research, e.g. written essay/thesis
<input type="checkbox"/> Time management	<input type="checkbox"/> Quantitative concepts (numeracy and maths)
<input type="checkbox"/> Proof reading	<input type="checkbox"/> Research and methodology writing
<input type="checkbox"/> Structuring assignments	<input type="checkbox"/> Exam preparation
<input type="checkbox"/> Other (please specify):	

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Signature of student

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Date

Giving false or misleading information is a serious offence under the *Criminal Code Act 1995 (Commonwealth)*.

**You can return this form by:**

- ✉ emailing to [itas@scu.edu.au](mailto:itas@scu.edu.au)
- ✉ faxing to 02 6620 3438; or
- ✉ returning in the reply paid envelope provided