

Client Service Agreement Your Study Skills Tutor

- Will meet you where **you** have arranged to meet: your tutor will not know about room changes unless you tell them
- Will always be punctual
- Will wait 15 minutes for you to arrive for your appointment. If you have not arrived at the end of that time, or they have not heard from you, they will leave but the session will still be charged to your account
- Will still be paid if the company is not informed about a cancelled session within 24 hours
- Will only take bookings by the hour due to the nature of our work
- Will not do your work for you
- Will not be privy to all your course information; it is up to you to provide this
- Will keep all information confidential within the company and the Disability Advice and Support Team, and also the National Autistic Society if you have support hours with them, unless they are worried about your safety, or the safety of others
- Will greet or acknowledge you if you happen to meet around the campus: please let your tutor know if you would prefer your tutor not to show recognition
- Is not allowed to accept gifts from you: if you are happy with your support, a comment or email is always welcome

In order to facilitate your support we will pass on your mobile phone number to your tutor.

By attending your support session it is understood by The Learning Support Centre that you accept the terms outlined in the student service agreement.