

Memorandum of Understanding

Example

A Memorandum of Understanding and Agreement for Tutoring between
insert tutor name and
insert tutee name.

I, insert tutee name, request the service of tutor insert tutor name to help me in the area of insert subject area/course name.

Tutor Responsibilities

We will meet insert how often and when (include start and end time) at insert location. As tutor, insert tutor name, I will prepare for each session by insert how you will prepare as tutor.

Tutee Responsibilities

As tutee I will be prepared for each session by insert what the tutee needs to do to prepare (i.e., do homework problems, review notes, etc) and I will bring insert any supplies or books needed. I will pay insert tutor name for each session at a rate of insert wage (per hour/session) in the form of insert cash, check, etc and when (after session/monthly, etc).

If I insert name can not attend a scheduled tutor session, I will contact insert name by insert method and length of time in advance.

In signing this memorandum of Understanding and Agreement, I acknowledge that I have read and will abide by the statements in this document or I could be dropped as a tutee or tutor.

Sign name (Tutee)

(Date)

Sign name (Tutor)

(Date)

Tutor Contact Information

Name

Phone and/or email (whichever form of contact you prefer)

Tutee Contact Information

Name

Phone and/or email (whichever form of contact you prefer)