
CONTRACTS

OUR PROMISE

We will...

1. Provide professional and quality services to every student and tutor
2. Conduct personal Skype calls with each tutor to make sure every tutor feels comfortable on the program
3. Respect cultural, religious, and personal differences
4. Strive to accommodate cultural, religious, and personal requests
5. Strive to create a program that equally benefits the students and the tutors
6. Continue to adapt our program as needs arise
7. Respond to each concern with a personal email or Skype call
8. Make ourselves extremely accessible to both the students and tutors

STUDENTS & TUTORS

In an effort to provide a mutually beneficial program, both parties must adhere to the following stipulations:

1. Treat others with respect at all times
2. Recognize that there may be cultural differences that could cause misunderstandings when communicating
3. Refrain from contacting the other party outside of the program (i.e. sending a request, accepting the request, and having the Skype sessions)
 - a. There should be no Skype calls between students and tutors outside of regularly scheduled lessons
 - b. Tutors must never ask the student to help him/her practice his/her English skills during the conversation session (the students must have agreed to participating in the English Language Exchange program)
4. Contact the administrators if there is a problem contacting the student or the tutor
5. Avoid sensitive topics; each party reserves the right to not answer a question or to change the topic if the subject makes them uncomfortable
6. Maintain a teaching/learning environment; all interactions and behavior should reflect that by both parties

Contact the CU team immediately if you ever feel uncomfortable.

Failure to comply with the above stipulations could lead to the tutor's immediate removal from the program or to a failing grade for the student.