**Statement of Agreement**

|  |  |
| --- | --- |
| Student Name & Student Number  Please print |  |
| Support Provider Name and Role  Please print |  |

**Agreement Objectives (Complete as appropriate)**

|  |  |
| --- | --- |
| Number of Hours – per day/per week |  |
| Agreed meeting days and time |  |
| Your preferred support location on campus (for coaching and mentoring only) | Please state where you would be willing to meet your coach/mentor |

**Coaching/mentoring can take place in library study rooms, student hubs, or in quiet areas on campus if you prefer. Support must take place on campus.**

Support providers will wait a maximum of **15 minutes** if you are running late. If you unable to attend a scheduled support session, please try to give your support provider 24 hours’ notice. If you are unable to do this they will log this as a missed session.

**If you accrue more than 2 missed sessions in a semester your adviser may need to review your support with you.**

**Preferred Contact Method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferred Contact Details: *Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Student Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*All support providers will log the hours they with you electronically. Students are required to log/approve timesheet claims within* ***5 working days*** *of all support being delivered.*

*I agree to notify the other party of any possible cancelled sessions as soon as I am aware of any changes to agreed sessions, giving at least* ***24 hours’ notice****.*

*If you have any questions about your support, or how to approve timesheets please contact, supportregister@ulster.ac.uk*

***Signed – Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Signed – Support Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***