**Mentor’s Contract**

*This contract has to be signed by the Mentor and by a « SchoolMe » trustee before the start of the academic year.*

Date: *……………………..*

I undersign, ……………………………………………, that I will faithfully fulfil my responsibilities of a “SchoolMe” Mentor for the student …………………………………during the academic year ……………………………

I understand that I am the point of contact between “SchoolMe” and the sponsored student named above and therefore responsible for the day to day running of the scholarship scheme on behalf of “SchoolMe” in Tunisia.

I commit to faithfully fulfil my Mentor’s responsibilities towards both the sponsored student and “SchoolMe”. These responsibilities include:

* Monitoring the sponsored student’s progress and update “SchoolMe”, at least quarterly, about the student’s results and needs.
* Pay towards any expenses related to the education of the sponsored student.
* Keep a comprehensive log of all the bills and expenses made on behalf of the sponsored student.
* Request and collect the sponsored student’s signature for the expenses where bills can’t be issued, for example private courses.
* Hand in the bills’ log and the accounts to “SchoolMe” at the end of the academic year.
* Hand in to “SchoolMe” any outstanding money balance.
* A regular report of one page maximum detailing how often the tutor saw the candidate and how much time he spent with him on average per quarter
* A report detailing the candidate's health and family situation in case there is a change

I also understand that I don’t get paid for any of the responsibilities stated above. I am fully aware that I am legally responsible, towards “SchoolMe”, of the sponsored student’s expenses and will provide the necessary documentation to justify all the expenses made on his behalf.

**Signatures**

Mentor « SchoolMe » Representative

Name:………………………………….. Name: ……………………

Date: …/ …/ … Date: …/ …/ …