



2019 Student Success Institute

Participation Agreement Form

_____ intends to participate in the 2019 Student Success Institute by sending a team to the event and agrees to the following conditions for participation.

We understand and agree that:

1. The Center for Community College Student Engagement will host the 2019 Student Success Institute at The St. Anthony Hotel in San Antonio, Texas, October 6-8, 2019. Space at the Institute is limited and college teams will be guaranteed a spot in the order in which the Center receives this completed form.
2. The price to send a team of three to five people is \$7,500 and includes hotel nights (October 6 and 7) in individual rooms for each team member; some meals; refreshment breaks; meeting materials; and personalized coaching from the Institute's Resident Faculty. The price for colleges that submit this form prior to April 30, 2019, will be \$7,000. The price does not cover travel expenses. An invoice will be sent to the college president upon receipt of this form.
3. Because the Institute is an invitation-only event with limited space available, the following cancellation policy has been established. Any cancellations must be received **in writing**.

<u>Written notice received:</u>	<u>Refund:</u>
By Friday, May 24	75% of total fees
By Friday, July 5	50% of total fees
After Friday, August 16	No refund available

4. Depending on space availability, a college may request to add team members above the five-per-college limit. If the request can be accommodated, the college will be invoiced for an additional \$1,500 per participant.
5. To guarantee space at the Institute hotel, all team members must be registered by **Friday, August 16, 2019**. After this date, unclaimed spots on teams with at least three but fewer than five participants may be released to waitlisted participants.
6. Each participant must present a major credit card upon check-in at the hotel. Each participant is responsible for all incidental costs, as well as lodging for nights other than October 6 and 7.
7. At the time of registration, one person from each college team must be designated as the **Team Facilitator**. This person will serve as the primary contact person at the college and will be responsible for ensuring a full team is registered and for organizing his or her team's completion of pre-Institute work.
8. The Center strongly recommends that the college CEO/president attends the Institute. If the college CEO/president cannot attend the Institute, then a member of the President's Cabinet must attend the Institute.
9. Each college team will be expected to complete advance work before the Institute. This pre-Institute homework includes a review of the college's cohort data as well as the first part of the *Short-Term Action Plan*. The college's Center username and password (required to access the data) will be shared with the Team Facilitator prior to the Institute and with each college team member present at the Institute.
10. Information regarding the Institute as well as registration can be accessed at www.ccsse.org/center/institutes_workshops/2019ssi.

CEO / President's Signature

Date

Please return form to mobley@cccse.org.