



State-/System-Wide Workshop Cancellation Policy

The Center for Community College Student Engagement offers state-/system-wide workshops free of charge (a \$6,000.00 value) as a membership benefit for states/systems that administer *CCSSE* and/or *SENSE* statewide. The service includes substantial advance workshop preparations, data review, workshop materials, and staff travel expenses. A state-/system-wide workshop may be scheduled and confirmed by a state/system leader or by presidents of a group of colleges. In the event that a state-/system-wide workshop must be canceled, the following policy will apply.

- If cancellation is necessary **more than six weeks in advance** of the scheduled workshop date, the state leader or host college president must provide written cancellation notice to the Center, along with proposed dates for the rescheduled workshop.
- If cancellation is necessary **less than six weeks in advance** of the scheduled workshop date, the state leader or host college president must provide written cancellation notice to the Center, and a cancellation fee will apply as follows, depending on how the workshop has been planned:
 - State-/system-level host organizations will be invoiced for a \$1,500 cancellation fee; **OR**
 - When workshop planning has been conducted for a group of colleges not led by a state-/system-level entity, the \$1,500 cancellation fee will be pro-rated, and each college will be invoiced for equal amounts (not to exceed a total of \$1,500).

Written acceptance of the confirmed workshop date confirms agreement with this cancellation policy.