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:
  
  o State-/system-level host organizations will be invoiced for a $1,500 cancellation fee; OR
  o 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 prorated, 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.