



California Community Colleges Enrollment Management Academy

June 22-25, 2020

Contract/Registration Form

Please provide college information below, followed by the names and information for each participant. For additional participants, continue on another sheet.

College: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

1. _____
Name Title/Position

Telephone number Email address

2. _____
Name Title/Position

Telephone number Email address

3. _____
Name Title/Position

Telephone number Email address

4. _____
Name Title/Position

Telephone number Email address

5. _____
Name Title/Position

Telephone number Email address

Registration Fees: Registration includes morning and afternoon workshop sessions, workshop materials, breakfast and lunch (four days), a welcome reception (June 22), a dinner (June 24), free on-campus parking, and on-campus Wi-Fi.

- Individual Registration: \$1,500/person
- Team Registrations (for 3+ people from the same institution registering at the same time): \$1,250/person

Individual Registration

_____ Participant(s) x \$1,500 each = _____ Total registration fees

Team Registration

_____ Participants x \$1,250 each = _____ Total registration fees

Possible Scholarship: In past years, the Academy has received an Equity Grant from the California Community Colleges Chancellor's Office to defray the cost of participation. If this grant is renewed for 2020, participants will be provided instructions on how to apply for these funds at the conclusion of the Academy. Stay tuned for further news on this possibility!

Lodging: To reserve lodging at the reduced conference rate, contact the [DoubleTree Hotel Claremont](#).

Payment options:

- By CREDIT CARD (Visa or MasterCard only)

Instructions: Please register online at <https://commerce.cashnet.com/3CEMA>.

- By INVOICE

Instructions: Please email or fax this form to ses@cgu.edu or 909.621.8734, and you will be sent an invoice. Invoices may be paid by check or money order.

Registrations will be confirmed: Space fills up quickly, and spots are committed to on a first-come, first-registered basis. As soon as your spot is reserved, you will receive a confirmation email.

Cancellations and No-Shows: To receive a full refund (minus a \$25 service charge), participants must submit a cancellation request before 5:00 pm on Friday, May 29, 2020. After that date, no refunds will be issued. Participants who cancel after May 29, or who do not attend, are still responsible for full payment of the registration fee.

Questions about Registration? Please contact us:

CGU School of Educational Studies

Attn: EMA 2020

150 East 10th Street, Claremont, CA 91711

Tel: 909.621.8075 • Fax: 909.621.8734 • Email: ses@cgu.edu

Accommodations for the disabled will be provided when possible. To request accommodation, please notify us of your disability and the accommodations needed.

The Academy is subject to a minimum number of registrants by May 15, 2020. In the event that minimum enrollment is not reached, the program will be cancelled, and refunds will be issued.