

PENNSYLVANIA EDUCATION POLICY FELLOWSHIP PROGRAM (EPFP)

2015-2016 Participation Agreement

The Pennsylvania EPFP is a comprehensive professional development program that includes nine one-day Harrisburg sessions, a two-day opening retreat in Harrisburg, one regional leadership forum in Gettysburg/Carlisle, and one national conference in Washington, D.C. These are not a series of seminars from which one can pick and choose, but a continuum that develops a systemic view of education policy and leadership capacity. Maximum benefits of the EPFP are achieved through full participation by the Fellow in all of the Harrisburg sessions, the leadership forum, and the national conference. In signing the EPFP application form, both the potential Fellow and the Fellow's sponsor have agreed to this participation expectation.

Fellows are selected based on the experience and leadership potential that they bring to the EPFP and on their commitment to fully participate in the program. Once selected, it is incumbent upon the Fellow to honor the commitment that he/she has made to the state and national EPFP sponsors, to his/her organizational sponsor, and to the cohort group of Fellows. In addition, it is expected that the Fellow will arrive on time and stay until each meeting is adjourned.

To affirm your interest in participating in the Pennsylvania EPFP Class of 2015-2016, please read and acknowledge with your signature the following program expectations.

Attendance

Understanding that unforeseen circumstances such as personal or professional emergencies or conflicts may require a Fellow to miss one or more meetings, but anticipating that absences will be the exception rather than the norm, the following minimum criteria have been established in order for a Fellow to receive a certificate of completion of the Pennsylvania EPFP:

1. The Fellow must attend a minimum of nine of the eleven Harrisburg seminars, arriving on time and remaining for the entire session (with only minor exceptions permitted).
2. The Fellow must attend either the regional leadership forum or the national conference, although attendance at both is encouraged.
3. The Fellow must notify the site coordinator as far in advance as possible of a conflict that prevents his/her participation in a meeting.
4. The Fellow must fully participate in the work of a Project Team and contribute actively to the development and presentation of the Team's report.

Make-up Sessions

In the event that a Fellow does not meet the minimum graduation requirements during the 2015-2016 program year, he/she will be granted the opportunity to make up missed meetings and receive a certificate of completion in the following program year. An additional fee will be assessed for make-up sessions to cover administrative and meeting costs. The fee for

making up a Harrisburg meeting is \$125 per session, and the fee for making up the regional leadership forum or the national meeting is \$150.

Refunds

The Education Policy and Leadership Center has invested considerable resources in the development of the Pennsylvania EPFP and will withhold a portion of the tuition paid to cover administrative and meeting costs if, for any reason, a Fellow withdraws from the EPFP after September 1. The amount of tuition refunded will be determined by the following schedule.

<u>Withdrawal Date</u>	<u>Amount Refunded or Credited</u>
Before October 1, 2015	Tuition paid less \$1,000
Before November 1, 2015	Tuition paid less \$1,200
Before December 1, 2015	Tuition paid less \$1,500

No refunds will be made if withdrawal occurs after December 1, 2015.

Acknowledgement

I understand the requirements for participation in the EPFP, and I affirm my commitment to fully participate in the 2015-2016 EPFP.

Fellow's Name (Please print.) Fellow's Signature Date

Please return this signed agreement **by scanned copy into e-mail** no later than **Friday, July 17, 2015** to Mattie Robinson, Fellowship Program Coordinator at robinson@epfc.org.

Or, mail it to her at the following address:

The Education Policy and Leadership Center
800 North Third Street
Suite 408
Harrisburg, PA 17102