

Fee Policies for Rollins Faculty/Staff/Student Enrollment in Edyth Bush Institute for Philanthropy & Nonprofit Leadership Courses

The Edyth Bush Institute is pleased to offer the Rollins community the opportunity for training on topics specific to the nonprofit sector through workshops provided by EBI. Areas of training include fundraising, board governance, volunteer management, advocacy, and others. Workshops are listed on our Web site at www.ebi.rollins.edu.

The policy that follows is specifically for Rollins faculty, staff and students. Minimal charges for attendance cover hard costs associated with the workshop or event. We look forward to seeing you at Edyth Bush Institute workshops!

1. All Rollins College faculty, staff and students are eligible to enroll in Edyth Bush Institute for Philanthropy & Nonprofit Leadership workshops.
2. In order to have a **guaranteed** spot in the workshop, the faculty/staff/student must register and pay the Edyth Bush Institute Member price.
3. Faculty/staff/students may elect to take a workshop at a discounted rate by registering as a stand-by. A stand-by may register for a workshop, but may be bumped from the roster if space is needed for attendees who are paying the full fee (member or non-member rate). Each stand-by will be asked to pay only for educational materials and food.
4. **Materials Fee:** The faculty/staff/student will be charged a \$30 materials fee per day of training. If a textbook is required, that cost will be added to the fee. All fees must be paid in advance of the workshop.

For the Certificate in Proposal Writing and the Certificate in Leadership Practice, please check the website for current pricing.

5. **Catered Events:** For on-campus workshops/events where catered meals are served, the faculty/staff/student will be charged the Edyth Bush Institute member rate. This includes the materials fee. All fees must be paid in advance of the workshop.

For off-campus catered workshops/events, the faculty/staff/student will be charged the Edyth Bush Institute member rate. All fees must be paid in advance of the workshop.

6. If a stand-by is bumped from a workshop, a guaranteed spot will be reserved for him/her when the class is offered next. He/she will receive the stand-by discount for the rescheduled class.
7. For each workshop, the Edyth Bush Institute reserves the right to limit the stand-by discount to one Rollins College faculty/staff person per department with a maximum of 3 stand-by registrations from all eligible Rollins departments. The program manager may limit the number of stand-by registrations, if needed.
8. Rollins faculty/staff/students who are chronically late or fail to show at workshops for which they are registered may be restricted from future stand-by registrations.