

PARTICIPATING INSTITUTION AGREEMENT (PIA)
STAR-CA: The Tutor Exchange
Concurrent License Program

Participating Institution ("PI"): _____

STAR-CA: The Tutor Exchange (STAR-CA), an independent consortium of participating California community colleges (CCC) and Link-Systems International, Inc. (LSI) have a participation agreement under which PI's may obtain access to shared CCC tutoring resources and LSI technologies and services. The above-named PI agrees to the following:

1. **Adherence to LSI Agreement:** PI acknowledges that appropriate parties at the institution are familiar with and the institution agrees to comply with the terms and conditions of the STAR-CA/LSI agreement.

2. **IA Term:** This PIA shall take effect on August 1, 2023 and shall remain in effect until July 31, 2024.

3. **Contact Persons:**

Primary Coordinator: PI designates the following individual as the campus administrative coordinator for all activity under this PIA. The administrative coordinator will be responsible for all administrative matters under this PIA, including payment, if any. PI will immediately notify STAR-CA Administrator of any change in the designation of this coordinator.

Name: _____

Title: _____

Street address: _____

City/State/Zip: _____

Phone/Zoom Link: _____

E-mail: _____

Alternate Coordinator (Optional): PI designates the following individual as the campus alternate administrator. PI will immediately notify STAR-CA of any change in the designation of this coordinator.

Name: _____

Title: _____

Street address: _____

City/State/Zip: _____

Phone/Zoom Link: _____

E-mail: _____

4. **Fees:** PI shall pay fees to STAR-CA annually for membership in the consortium. Any STAR-CA fees for the 2023-2024 academic year are waived.
5. **Support:** STAR-CA will provide first-level support to support tutors and students in using the service. During the pilot, LSI will provide support on behalf of STAR-CA.
6. **Reports and Inspections:** PI shall provide, in timely fashion, any information reasonably requested by STAR-CA or by LSI in connection with this Agreement.
7. **Confidentiality.** PI agrees that all information received from STAR-CA concerning STAR-CA or STAR-CA students will be kept confidential and not disclosed to anyone other than those performing the Services, and ensure compliance with all federal and state student privacy laws, including the Family Educational Rights and Privacy Act (“FERPA”) agreement that allows the sharing of student level data. The provisions of this paragraph shall survive any termination or expiration of this Agreement.

PARTICIPATING INSTITUTION

By: _____

Title: _____

Date: _____

Return completed PIA to:

Program Director, STAR-CA
star-ca@linksystems.atlassian.net