

**PARTICIPATING INSTITUTION AGREEMENT (PIA)**  
**STAR-CA Consortium Concurrent License Program**

Participating Institution ("PI"): \_\_\_\_\_

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 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 agreement.
2. **Term:** This PIA shall take effect on August 1, 2024 and shall remain in effect until July 31, 2025.
3. **Academic Calendar.**

|                 | Start Date | End Date |
|-----------------|------------|----------|
| Fall, 2024      | _____      | _____    |
| Winter, 2024-25 | _____      | _____    |
| Spring, 2025    | _____      | _____    |
| Summer 2025     | _____      | _____    |

4. **Fees:** STAR-CA fees for the 2024-2025 academic year are waived. STAR-CA relies on the generous funding of the CVC and the California Community College Chancellor's Office, and expects such generosity to continue. Should our funding situation change, the STAR-CA Council, along with its members, may decide to charge a membership fee in the future. PI would pay such fees to STAR-CA annually for membership in the consortium.
5. **Support:** STAR-CA will provide first-level support to support tutors and students in using the service.
6. **Reports and Inspections:** PI shall provide, in timely fashion, any information reasonably requested by STAR-CA 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.

8. **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: \_\_\_\_\_

PARTICIPATING INSTITUTION

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Return completed PIA to:*

Program Director, STAR-CA  
[star-ca@linksystems.atlassian.net](mailto:star-ca@linksystems.atlassian.net)