

MPLA Leadership Institute Policies

Applications

Applications must be received in their entirety by 11:59 PM PDT on the stated deadline date for committee consideration.

Payment

Thirty fellow slots are awarded for each institute. Selected fellows are responsible for a registration fee set by MPLA, which will be invoiced. This fee includes support for program curriculum materials and facilitator, plus room and board based on double-occupancy at the Institute venue. Single occupancy may be available upon special request and charged at a higher rate based on the venue fee scale. Requests will be addressed on a case-by-case basis. Fellows qualify for the MPLA member rate if he/she is an MPLA member in good standing for 2 consecutive years, including the year of the Institute. Full payment is due approximately six weeks prior to the Institute. Failure to meet this deadline may result in forfeiture of the fellow slot (30 available). Checks or purchase orders will be made payable to Mountain Plains Library Association or MPLA and mailed to the Executive Secretary. Payments may also be made online via PayPal; a 3% charge will be added to cover PayPal fees.

Cancellation

Fellows rescinding their acceptance into the MPLA Leadership Institute cohort should do so as soon as possible by written request so that an alternate applicant may fill the vacancy. If rescinded after payment is received (approximately 6 weeks prior to Institute start date), a fellow may receive a refund minus an accommodation fee set by the venue. Illnesses and unavoidable circumstances will be addressed on a case-by-case basis. 100% of all registration fees will be refunded in the event the Institute is cancelled due to weather or other unforeseen circumstances.

Mentors

MPLA covers all registration fees, including single-rate room and board for Mentors selected for the term of the Institute. MPLA reimburses travel costs for mentors, including airfare or mileage to and from the Institute location, shuttle fees to and from the airport (not rental car), and meals on travel days based on receipts. Extra expenses incurred will not be reimbursed unless requested and approved in advance.