



Admission Offer Response Form

Public Policy and International Affairs (PPIA) - Junior Summer Institute at Carnegie Mellon University

Please complete this form and return it to the Office of Admissions via email to deber@cmu.edu no later than **the deadline listed in your offer letter**.

Please type/ print all requested information:

Name _____

Street Address _____

City _____ State _____ Zip _____

Country _____

Preferred Phone _____

School Email Address _____

Personal Email Address _____

I will be at the above address until (MM/DD/YY): _____

By signing below, I accept the offer of admission to Carnegie Mellon University's PPIA Junior Summer Institute. (If you are accepting the offer of admission, you must also read, sign and return the attached "PPIA Program Student Contract: Policies and Procedures".)

Signature: _____

Date: _____

Please keep us informed of any changes to your contact information so that we may keep in touch with you. Also, please do not hesitate to contact our office if you have any questions by calling 412-268-2164 or by sending email to deber@cmu.edu.

2021 Public Policy and International Affairs Junior Summer Institute

PPIA Program Student Contract: Policies & Procedures

This contract acknowledges that _____ (your name) has been accepted as a participant in the 2021 Public Policy and International Affairs (PPIA) Junior Summer Institute at Carnegie Mellon University's H. John Heinz III College. **The PPIA Program is dedicated to providing students with an opportunity to learn and improve the quantitative, analytical, and communication skills that are essential to succeed in a Master's Degree program in Public Policy or International Affairs.** When students agree to participate in PPIA, they agree to the policies and procedures of Carnegie Mellon University, <http://www.cmu.edu/policies/index.html>, as well as the Heinz College's PPIA Program policies outlined below.

Expectations for PPIA Program Participants:

- Attend **ALL four** classes, lectures, workshops and events. Classes are held Monday-Friday. **Each class meets from 3 to 6 hours a week. Each course will require 10-12 hours per week of work (including lectures, meetings, homework, etc.).**
- Mandatory events will be held on certain weekends.
- Arrive **on time and be attentive** to **ALL** classes, lectures, workshops and events.
- **Follow the instructions** given by administrators, instructors, guest lecturers and staff.
- **Complete all academic work and assignments associated with the PPIA program on time**, including group assignments.
- **Live in on-campus housing** provided by PPIA and **abide by all University housing policies and procedures.**
- **Maintain an atmosphere of respect** for the opinions, background, culture, age, ethnicity, gender, and sexual orientation of all administrators, instructors, guest lecturers, and fellow program participants.
- **Treat others as colleagues and not as competitors**, to encourage others by setting a good example, and to work in equal and fair partnership with your colleagues on group assignments.
- **Ask questions and participate actively** in discussions both in class and outside the classroom.
- Respect and care for University property, including but not limited to bearing responsibility for any damage or loss.
- Refrain **from employment or other time-consuming commitments** during the duration of the seven-week Junior Summer Institute.

Benefits PPIA participants can expect:

- The following payments to be made directly to suppliers by Carnegie Mellon University (in-kind payments):
 - Required books and related course materials. **The courses may include Statistics, Economics, Policy Analysis, Leadership Development.** Students with significant knowledge of Statistics and Economics will be registered for an alternative course.
 - One round-trip airfare ticket arranged by the University's travel agent (to/from Pittsburgh, PA).
 - University housing (double room occupancy).
- The following payments to be made directly to fellows by Carnegie Mellon University (non-qualified scholarship payments):
 - Meal allowance of \$1,000.
 - Stipend of \$1,000.
 - The meal allowance and stipend will be paid in one payment.

As a PPIA Program participant, you are also responsible for the following:

- If you are going to be late or miss any class, event, or activity, you must contact Gladys Perez Sriprasert, Director of PPIA, **prior** to the class, event, or activity. Otherwise, your absence or tardiness will be considered an unexcused absence.
- If you make any changes to your flight or travel plans, you are responsible for all additional costs and fees.
- If you lose your dormitory keys, you are responsible for the associated costs and replacement fees.
- If you lose your Carnegie Mellon University ID card, you are responsible for paying any associated fees.

You also understand that you can be dismissed from the PPIA Junior Summer Institute for violating any of the above policies or responsibilities. All decisions to dismiss are made by the Associate Dean Jackie Speedy or her designee and are final.

By participating in PPIA, you also allow your PPIA application and records to be used by Carnegie Mellon University for recruitment and research purposes, and authorize Carnegie Mellon University to periodically obtain updated contact information from educational institutions that you have attended or may attend in the future.

My signature below acknowledges that I have read and understood the above, and that I freely commit to abide by this contract.

Print Name

Signature

Date