

**STUDENT SUCCESS CENTER  
Special Support Services**

**Contract for Continuing Services  
Information & Photo Release**

When you applied first applied for service from Special Support Services, you signed a contract for services indicating what is expected of you as a participant in the program. When you re-apply each academic year as a continuing participant, you agree to a similar set of guidelines. You will find the complete text of the contract for continuing services, which you agreed to upon submitting your continued services application, and the information and photo release below for your review. Please retain this document for your future reference.

"I understand it is an opportunity to participate in the Special Support Services program. I understand that upon receiving services from this program, I accept the following responsibilities:

1. To attend and arrive on time for all scheduled tutorial, counseling and academic skills sessions;
2. To utilize at least one (1) of the three (3) components (tutoring, counseling, or academic skills) in addition to using the Learning Lab during each semester, in order to remain in good standing with the program;
3. To attend all required counseling group sessions and academic skills workshops;
4. To provide Special Support Services with up-to-date local or campus address and telephone number information, as well as any changes to permanent address or telephone information;
5. To prepare for tutoring, counseling, and academic skills sessions by doing necessary and recommended activities and by attending classes regularly;
6. To notify in advance my tutor, student success assistant, or other Special Support Services staff member when I am unable to keep an appointment and to reschedule promptly;
7. **To forfeit my participation in the Special Support Services program if I miss more than three (3) consecutive appointments without a valid reason and proper advance notification, or if I fail to comply with any of the above stipulations;**

I understand that I will have access to the Special Support Services program at no cost. I also understand that my records will be treated confidentially by Program staff."

**Information/Photo Release**

"I hereby grant permission to Special Support Services to obtain requested information from my personal file and student records (including enrollment, attendance, grades, financial aid, disability documentation, and student employment) for the purpose of helping me to succeed while enrolled at UNCG. I also hereby grant permission to Special Support Services to use photographs of me, taken during program events or by my pre-obtained permission during scheduled tutoring, counseling or academic skills sessions, for the program website or other program publications. Information on this application is accurate to the best of my knowledge."