

Photo Courtesy of: Gerald Hoenings (@geraldhoenings) Instagram

Attendee Information Packet



Colorado Association of
Administrators of Student
Loans and Accounts Receivable

2018 Annual Conference

April 11th - 13th, 2018 | Estes Park, Colorado

CAASLAR Annual Conference - 2018

Greetings and Introduction

Dear current, past, and future institutional members of CAASLAR,

We are excited to announce the 2018 annual CAASLAR (Colorado Association of Administrators of Student Loans and Accounts Receivable) conference will be located in Estes Park, Colorado at The Stanley Hotel starting the evening of Wednesday, April 11th and commencing the afternoon of Friday, April 13th.

The annual CAASLAR conference is a great place to learn about hot topics within the Higher Education Community. From collections techniques to understanding fraud, this year's conference will have a variety of different presentation topics.

This is also your opportunity to connect with some of the finest public and private colleges and universities in the Rocky Mountain Region. We typically average between 40-75 attendees representing over a dozen schools from Colorado and its neighboring States. The conference and the group itself is intimate enough to build upon and develop new relationships with other schools.

Hotel and other important information can be found on the conference information section of this document.

Again, we thank you for your continued support of our organization and look forward to seeing you in Estes Park this spring. Please email caaslar@caaslarco.org with any questions.

Sincerely,

The CAASLAR Committee.





Our Mission

To provide professionals involved in the administration and collection of student loans and tuition receivables the opportunity to get together for the exchange of ideas and information.



Networking and Support

"I have been a member of CAASLAR since the early 90s and have benefited from so many of my peers in Colorado. The best part is always the friendships that are formed at the conferences"

– Beth Emrich, Fort Lewis College, April 17, 2015



Annual Conference

Immerse yourself in the latest news and trends brought to you by your peers and our awesome network of vendor representatives. Each year we host a 2 day conference towards the end of April at some of Colorado's finest lodging establishments.



Join Now

Learn more about joining our organization at:

www.caaslarco.org/membership

or contact us at:

Caaslar@caaslarco.org

Welcome to our 2018 Spring Conference!

General Information:

When: Wednesday, April 11th – Friday, April 13th 2018

Location: The Stanley Hotel, Estes Park, CO

Registration Information:

Paper registration form found on the last page of this document

Register via EventBrite at this link: [CAASLAR EventBrite](#)

Hotel Information:

The Stanley Hotel

Call: (970) 577- 4040

Reservation under: CAASLAR

Room Rates: \$159.00-179.00/night (plus tax)

You can also register online at

<http://www.stanleyhotel.com/hotel.html>

Conference Topics:

Key Note Speaker: Brooks Gibbs

Networking opportunities

Vendor presentations

Professional Development Tips

Panel Discussion

CFPB Updates for 2018

Perkins Updates for 2018

Hot Topics in Higher Education Collections

Collect More with Less

International Student Tips

Key Dates

3/1/2018 - Last date for \$25.00 off registration

4/6/2018 - Last date for guaranteed room at \$159-179/night

4/6/2018 - Last date to register for conference.

4/11/2018 - Reception for those staying Wednesday night

4/13/2018 - Conference Ends

Request to Attend Letter

Dear, [Supervisor Name]

I am writing to request approval and funds to attend the 2018 CASLAR Conference, taking place April 11-13, 2018 in Estes Park, Colorado. CASLAR is the Colorado Association of Administrators of Student Loans and Accounts Receivable. CASLAR's mission is to provide professionals involved in the administration and collection of student loans and tuition receivables the opportunity to get together for the exchange of ideas and information. Each year at the conference, CASLAR discusses the latest news and trends of our field with peers and vendor representatives. Information will be provided by outside agencies, exchanged among the members and networking will be established for future reference.

The cost of the conference is \$250.00 for the conference and \$159.00-179.00 (plus tax) for the stay at The Stanley Hotel, totaling approximately \$409.00-\$429.00 for the 2-day conference. The registration fee includes membership to CAASLAR, access to CAASLAR Listserv for up to 10, and 1 attendee admittance to all conference sessions, 2 breakfasts, 2 lunches, and 1 dinner. Additional costs include transportation to and from the University and The Stanley Hotel in Estes Park, Colorado.

Any accredited institution of higher education is eligible to join and attend the conference. CASLAR encourages all institutions in and around Colorado to become members. There is no limit to the number of administrators and staff from any member institution that may attend CAASLAR events.

If you need any more information, feel free to reach out to me or visit www.caaslarco.org. Upon my return, I will assemble a conference report of my activities and provide new information that could be helpful to our office.

Thank you for considering supporting my attendance at this important professional conference.

Kind Regards,

[Your Name]

CAASLAR New Member Hardship Assistance Application



CAASLAR NEW MEMBER HARDSHIP ASSISTANCE APPLICATION

Application for scholarship to attend CAASLAR Annual Conference

Applicant Information

University or College: _____

Attendee Name: _____
Last First

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () Email Address: _____

Reason for Request: _____

Additional Information

This information will be used to determine eligibility for hardship assistance to attend CAASLAR's Annual Conference. Limited funds available.

Have you or a representative from your institution attended CAASLAR's annual conference anytime in the last 5 years?

- Yes No

If yes, is there additional reason for request? Please Explain

How much assistance do you require in order to attend CAASLAR's annual conference?

- Assistance with Conference Registration
 Assistance with transportation costs from the university to the conference
 Assistance with hotel during the conference

Signature of applicant: _____ Date: _____

Conference Registration Form

Colorado Association of Administrators of
Student Loans and Accounts Receivable



Membership/Registration Form

Institutional Membership Criteria

Any accredited institution of higher education is eligible to join. We encourage all institutions in and around Colorado to become members, and attend our annual conference. Our low conference fees are per person and cover membership, registration and materials. Vendor affiliate members such as collection agencies and receivables management firms are also present and available to gather information.

Institutional Membership

NEW this year: you get your membership to CAASLAR FREE with a Conference Registration.

Are you not able to attend the conference, but want the benefit of CAASLAR's network and access to the Listserv? Purchase the CAASLAR Membership to participate in the Listserv for up to 10 members of your institution.

- Membership ONLY School Membership (1-10 Member Access) \$125.00

Conference Registration

Register before 3/1/2017 and received \$25 off per registration. Conference Registration now INCLUDES your CAASLAR Membership for access to the Listserv for up to 10 members of your institution. Registration includes admittance for 1 attendee to all conference sessions, 2 breakfasts, 2 lunches, and 1 dinner. Hotel rooms need to be booked separately.

- Early Conference Registration on or **before** 3/1/2018 \$225.00
 Conference Registration **after** 3/1/2018 \$250.00

Institutional Member Information

Institution Name _____
Attendee Name _____
Address (Street and Rm #) _____
Mailing Address (if
different) City, State and _____
Zip Code Phone _____
Email Address _____

Please complete one form for each attendee. Once completed, please mail your form and payment address:

Bursar's Office (Attn: James Macias)
150 Regent UCB 47
Boulder, CO 80309

Conference Registration Form