

<b>Student Recruitment</b>	Procedure Number	513
	Effective Date	Nov 1, 2019

**1.0 PURPOSE**

To provide policy regarding the recruitment of students.

**2.0 REVISION HISTORY**

Adopted on:

Oct 1, 2019

Revised on:

**3.0 PERSONS AFFECTED**

UA-PTC employees

**4.0 DEFINITIONS**

**5.0 PROCEDURES**

UA-PTC does not provide any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including Tuition Assistance funds) to any persons or entities engaged in any student recruiting, admissions activities, or making decisions regarding the award of student financial assistance. UA-PTC also refrains from high –pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	MaryKate Snow, VUB Director	Sept 25, 2019
Ratified by:	Dr. John Lewis, Dean of Admissions and Financial Aid	Sept 29, 2019
Recommended by Chancellor (Signature)	Margaret Ellibee	Oct 1, 2019
UA Policy Alignment		

