

# Saint Joseph's College

## Policy Guidebook

### Human Resources

Section Name: Employment Policies

Section Number: 3.11

Effective Date: 8/1/2022

#### **SUBJECT: Veteran Engagement**

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##### **Purpose:**

To ensure that unfair, deceptive, and abusive marketing initiatives are not part of our culture, policies, or procedures.

##### **Applicable to:**

All Employees of the College

##### **Policy:**

Saint Joseph's College of Maine, as an institution, refrains from providing commissions, bonuses, or other incentive payments based directly or indirectly on securing enrollments or federal financial aid (including military Tuition Assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

##### **Procedure:**

Saint Joseph's College will:

1. Ban inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis [defined as "an insignificant amount"] to any individual or entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors in conformity with all applicable laws for the purpose of securing enrollments of military service members or obtaining access to military tuition assistance funds, SJC sponsored scholarships or grants and tuition reductions available to military students are permissible;
2. Refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including military tuition assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance;
3. Refrain 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 military service member enrollments.