



Mount St. Mary's University Policy

Fairness in Recruiting Policy

ADMISSIONS POLICY

Version: 2023-A

Version Date: 10/22/2023

Effective Date: 10/26/2023

Date Revised: n/a

Supersedes: n/a

Related Policies:

**Responsible Office/
Department:**

Financial Aid Office

Admissions Office

Approval Date:

Approved by: Jack Chielli, Vice President for Enrollment Management, Marketing and Communications.



I. Purpose and Scope

MSMU has entered into an Education Partnership Memorandum of Understanding (MOU) agreement with the Department of Defense (DOD), whereby the University provides educational services to military service members participating in off-duty, postsecondary education programs. As articulated in the agreement, it is of utmost importance that military service members can make the appropriate choices about educational pursuits without interference. University employees are committed to providing assistance in an objective, fair, clear, and understandable manner, and are bound by professional standards and applicable University policies that prohibit conflicts of interest.

This policy provides guidance to University employees providing assistance, while at the same time assuring the Department of Defense that those individuals choosing University postsecondary education programs will be treated in accordance with the parameters of the MOU.

This policy applies to all University employees providing assistance to military service members.

II. Policy

To eliminate aggressive marketing aimed at military service members:

- A. Gifts or other such inducements provided for the purpose of securing enrollments of military service members or obtaining access to tuition assistance funds will NOT be acceptable. This includes any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimus amount.

- B. Other than normal salaries paid to employees, or normal fees paid to contractors made in conformity with all applicable laws, payments to any individual or entity will NOT be acceptable for the purpose of securing enrollments of military service members or obtaining access to tuition assistance funds.
- C. University departments will refrain from high-pressure recruitment tactics. Such tactics include making multiple unsolicited phone or in-person contacts and engaging in same-day recruitment and registration.
- D. The University will refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments to any persons or entities engaged in any student recruiting, admission activities. Excess Federal financial aid and/or tuition assistance funds cannot be offered to entice a military serviceman to enroll at MSMU.

Special considerations for veteran and active-military students:

- A. Financial Aid Office personnel will direct eligible service members to their Educational Service Officer (ESO) or counselor within the military services prior to enrolling in courses each semester.

To ensure that clear and accurate information is provided to prospective students:

- A. The ASPIRE Office or Marketing and Communications Office will review the website twice annually to ensure that it includes the total estimated yearly program cost information, including tuition, fees, price of books and other course materials, and other living expenses.
- B. The Registrar, or the DOD designated point of contact, shall update the university's information on DODMOU.com on odd months to ensure it matches the tuition listed on the website.
- C. Upon receiving the annual Cohort Default Rate letter from the U.S. Dept. of Education, the Financial Aid Director will forward it to the ASPIRE Office Director and webmaster. The webmaster will update the webpage with the new CDR for the Mount, the percentage of Mount students who borrow, and the national 3-yr-average CDR.

III. Link to Procedures or Process

This policy is publicly available at: <https://inside.msmary.edu/financial-aid-office/index.html>

IV. Policy Review

This policy will be reviewed by the Financial Aid Office and Admissions Office no less frequently than every 3 years.

V. Contact Information

Brenda Dayhoff, Director of Financial Aid

Joshua Karlheim, Director of Admissions