

## **Policy Governing the Recruitment and Enrollment of Service Members**

**Effective Date: February 25, 2013**

### **Policy Statement**

In accordance with the University's Memorandum of Understanding with the US Department of Defense (DoD), the University has instituted a policy governing the recruitment and enrollment of Service Members.

### **Reason(s) for the Policy**

The reason for the policy is to ensure compliance with the US Department of Defense requirements.

### **Primary Guidance to Which This Policy Responds**

Executive Order signed by President Obama on April 27, 2012 which establish Principles of Excellence for Educational Institutions serving Service Members, Veterans, Spouses, and Other Family Members.

### **Responsible University Office & Officer**

Office of the Registrar and Student Financial Services

Responsible Officer: Lichinia N. Beltré  
Executive Director of Compliance  
lb216@columbia.edu

### **Who is governed by This Policy**

All University employees

### **Who Should Know This Policy**

All University employees

### **Exclusions & Special Situations**

None

### **Policy Text**

- All University employees are hereby prohibited from offering any type of inducements to any individual or any entity for the purpose of securing enrollments of Service members or obtaining access to Tuition Assistance funds from the US Department of Defense.

These inducements include, but are not limited to, any type of gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimus amount.

- All University employees, especially those with responsibilities for or related to the recruitment, admissions, enrollment of and/or the awarding of federal financial aid to service members must refrain from the following:
  - High-pressure recruitment tactics, including but not limited to, making multiple unsolicited phone calls.
  - Providing any commission, bonus or other incentive payment based directly or indirectly on securing enrollments or federal financial aid to any persons or entities engaged in any student recruiting, admission activities or making decisions regarding the award of student financial assistance

### **Definitions**

- As defined in section 101(a)(5) of title 10, United States Code, the term “service member” means a member of the uniformed services. This includes the Army, Navy, Marines, Air Force, and Coast Guard.
- Federal financial aid includes funds made available through Title IV, VII, VIII and all Veteran Benefits as outlined under Title XXXVIII.