

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP – 4.8**

TITLE: ETHICS FOR RECRUITMENT IN ADMISSIONS

SECTION 1: GENERAL

1.1 Scope: This issuance applies to all departments, employees, and agents of Eastern West Virginia Community and Technical College.

1.2 Authority:

College will indicate in conjunction with the publication of data, its source and will direct students to the original source of the information where applicable (e.g., Department of Labor website).

- 5.6 The College's data privacy policy, [*B.P 6.13, Security of Information*](#), is prominently posted on the College's website. A student's request to have their name removed from phone, email or other contact lists developed through the recruiting, lead, and/or admissions process is promptly addressed, and such information removed and maintained as outlined in the College's data privacy policy.
- 5.7 No student is automatically registered for classes. All students have the right and responsibility to register for each academic term in which they are enrolled. Students will have the opportunity to cancel that registration before being assessed tuition and fees for that term, but this should be done prior to the beginning of classes.
- 5.8 Should the College require a student to sign an enrollment agreement, the enrollment agreement is limited to basic information about a student's course of study, tuition and fees, and other related information and in no case will that agreement include any language limiting that student's ability to: file a complaint with an accrediting or state agency; take legal action in the event that any dispute resolution processes agreed to by the College and the student is unsuccessful in resolving the dispute to the satisfaction of the parties; or seek to discharge a student loan through remedies available to borrowers under state or federal law. Students are provided sufficient time, as determined by the situation and any mandates in state law, to review any enrollment agreement and to consult with others as a part of that review process before being required to sign the document or lose an offer of admission and related financial assistance.
- 5.9 In addition to the College's policy related to return of Title IV funds, [*Financial Aid Recipient – R2T4*](#), the College has a refund policy, [*B.P 7.2, Assessment, Payment, and Refund of Fees*](#), to assure that students receive a refund where appropriate if they withdraw from an academic term or from the College.

SECTION 6: BACKGROUND OR EXCLUSIONS

- 6.1 None

SECTION 7: GENERAL PROVISIONS

- 7.1 None.

Approved by IET: 08/23/2023
Approved by President's Cabinet: 10/10/2023
Posted for 30 day public comment period: 10/11/23

9.1 None

SECTION 10: REVIEW STATEMENT

10.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 11: SIGNATURES

Gregory A. Greenwald

Board of Governors, Chair

11/27/2023

Date

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