

Webber International University

Florida Campus

Misrepresentation Policy	Approved: July 3, 2018
	Approved By: Joint Institutional Planning Committee
Federal Student Aid (FSA) Programs: Consumer Information Disclosure Requirement SACSCOC Section 10.1 and 10.5	Revised and re-approved by JIPC: N/A

Section 10: Educational Policies, Procedures, and Practices

10.1 : The institution publishes, implements, and disseminates academic policies that adhere to principles of good educational practice and that accurately represent the programs and services of the institution. (Academic policies)

10.5: The institution publishes admissions policies consistent with its mission. Recruitment materials and presentations accurately represent the practices, policies, and accreditation status of the institution. The institution also ensures that independent contractors or agents used for recruiting purposes and for admission activities are governed by the same principles and policies as institutional employees. (Admissions policies and practices)

Webber International University is prohibited under federal regulations from making any false, erroneous, or misleading statement directly or indirectly to a student, prospective student, member of the public, accrediting agency, state agency, or to the Department of Education. Misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means. This includes student testimonials given under duress or because such testimonial was required to participate in a program.

Federal regulations further provide that substantial misrepresentation is any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment. The regulations regarding misrepresentation describe misrepresentation with respect to:

- Nature of the education program
- Nature of financial charges
- Employability of graduates
- Relationship with the Department of Education.

A Title IV eligible school may not describe its participation in a way that suggests approval or endorsement by the Department of Education of the quality of its educational programs.

The Admissions Department maintains copies of all promotional materials, including statements made by University personnel.

The Director of Admissions is responsible for the training of personnel under the director's supervision regarding misrepresentation of admissions requirements and other University information.

The Director of Financial Aid is responsible for the training of personnel under the director's supervision regarding misrepresentation of University financial aid information.

Disciplinary Action

Any violation of this directive will be taken seriously and the University will ensure that it is not repeated.

Any employee's conduct resulting in disciplinary actions from misrepresentation activity will be documented in the Human Resources Department and maintained in the employee's personnel file.

Implementation responsibility: President's Office, Vice President for Student Records Services, and Director of Admission

Policy review cycle: At least every three years

Compliance: Mandatory