



On-Campus Credit Card Marketing

1. PURPOSE

This policy provides guidance to regulate credit card marketing practices at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

This policy applies to all credit card marketing activities conducted at the Main Campus and all NPRC locations and facilities, and encompasses all stakeholders involved in credit card marketing, including marketers, administrators, faculty, and academic and workforce development students, ensuring comprehensive regulation and enforcement across the College.

3. REFERENCES

- 3.1 INDX-1110-01: Master Policy Index
- 3.2 CLDR-1110: Policy Review Schedule
- 3.3 INDX-1110-02: Document Naming Key

4. DEFINITIONS

- 4.1 Main Campus is the primary physical facility at which the institution offers eligible programs, within the same ownership structure of the institution, and certified as the main campus by the Commission (and the USDE if applicable). The institution’s primary administration, classroom buildings, residence halls, library, and other buildings are housed within the same reasonably contiguous geographic area or parcel of land of the main campus. For an institution that only offers distance education programs, the main campus is where the administrative offices are located and approved by its accrediting agency.
- 4.2 Instructional Location is defined as a domestic or international physical facility or location that is geographically separate from the main campus and within the same ownership structure of the institution, at which the institution will offer at least 50 percent of an educational program that is credit-bearing and/or Title IV eligible. An additional location may be a classroom building, clinic, hospital, hotel, office building, shopping center, high school, church, or any other appropriate type of facility where instruction can take place as long as the 50 percent applies.

4.3 Facility/ies and Facility Property/ies refer to any NPRC Administrative Center(s), NPRC Education and Training Center(s), Instructional locations, Instructional Sites, or any other physical space utilized by NPRC which may or may not be primarily owned or controlled by the College at which any College activity, educational or otherwise, occurs.

5 POLICY

5.1 The College prohibits credit card marketers and solicitation at all NPRC locations and facilities.

5.2 Violation of this policy will result in removal from campus, facilities, or locations.

5.3 The College must provide credit card education literature and money management skills through orientation programming presentations and ensures that:

5.3.1 Credit card debt education literature is readily available to students.

5.3.2 The literature includes information on managing credit responsibly, understanding interest rates, avoiding debt traps, and accessing financial counseling services.

5.3.3 The College will collaborate with relevant stakeholders to develop and distribute accurate, informative materials tailored to the needs of the student population.

6. RESPONSIBILITIES AND TIMELINES

6.1 The Vice President of Enrollment and Student Services, or designee, is responsible for overseeing the implementation and enforcement of this policy..

6.2 The Division of Enrollment and Student Services will provide annual credit card debt education literature or presentations to students.

6.3 All students, full-, and part-time staff are responsible for reporting any suspected credit card solicitation to the assistant director of facilities management.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1310: Policy Review Schedule.

8. SIGNATURES

Signature on file

8/9/2024

Chairperson, Board of Trustees

Date

Signature on file

8/9/2024

President

Date

Revision Notes: Policy in Origination