

## Consumer Information

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# Webber International University

## Florida Campus

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| <b>Availability of Employees for Information Dissemination Purposes</b>                | <b>Approved: July 3, 2018</b>                              |
|  | <b>Approved By: Joint Institutional Planning Committee</b> |
| <b>Federal Student Aid (FSA) Programs: Consumer Information Disclosure Requirement</b> | <b>Revised and re-approved by JIPC: N/A</b>                |

Webber International University has designated employees who are available on a full-time basis to assist all enrolled or prospective students in obtaining information on financial assistance, graduation and completion rates, the school in general, and security policies and crime statistics; as required by the US Department of Education.

The Dean of Students is available during normal business hours, on a full time basis for information regarding general information about the University and security policies and crime statistics. For information regarding financial assistance, students should contact the Director of Financial Aid. The Director of Financial Aid is available during normal business hours on a full time basis to respond to requests for information. For information on graduation and completion rates students should contact the Registrar at 863-638-2930.

- Contact Information for Financial Assistance Information – Director of Financial Aid at 863-638-2929.
- Contact Information for Accreditation and Licensure Information, as well as Institutional Information – Registrar at 863-638-2930.
- Contact Information for Equal Opportunity Information – Assistant Controller at 863-638-2944.
- Contact Information for Copyright Infringement Policies and Sanctions Information – Chief Academic Officer - 863-638-2975.
- Contact Information for Drug and Alcohol Use Prevention Program Information – Dean of Student Life. Student Life Office at 863-638-2914.
- Contact Information for Information on Graduation Rates and Other Student Profile Information – Registrar and Director of Institutional Research at 863-638-2930.

- Contact Information for Student Record Privacy and FERPA Information – Registrar at 863-638-2930.
- Contact Information for Campus Crime and Safety Information – Dean of Student Life at 863-638-2914.
- Contact Information for Information about Athletics – Director of Athletics at 863-638-2953.

**Implementation responsibility:** President’s Office, VP of Student Records Services, and Registrar

**Policy review cycle:** At least every three years

**Compliance:** Mandatory

# Webber International University

## Florida Campus

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| <b>Copyright Infringement Policy</b>   | <b>Approved: July 3, 2018</b>                              |
|  | <b>Approved By: Joint Institutional Planning Committee</b> |
| <b>Federal Student Aid (FSA)<br/>Programs: Consumer Information<br/>Disclosure Requirement</b> | <b>Revised and re-approved by JIPC: N/A</b>                |

### Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties.

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. In the case where the copyright owner sustains the burden of proving, and the court finds, that infringement was committed “willfully,” a court may increase the award of statutory damages up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. The [U.S. Copyright Office](#) provides additional information on copyright law and criminal penalties.

Webber International University also maintains a policy that protects the intellectual properties of students, faculty, and staff. In addition, the University also maintains a Plagiarism Policy, including sanctions for violating the policy.

**Implementation responsibility:** President’s Office, Chief Academic Officer, and Academic Deans

**Policy review cycle:** At least every three years

**Compliance:** Mandatory

# Webber International University

## Florida Campus

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

### 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.

## **Complaint Procedure**

Normal inquiries about the University, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the University, and not to the Florida Department of Education Commission on Independent Education's office. The Department's office is to be contacted *only* if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

All students, including prospective students, can file a complaint through the Florida Department of Education Commission on Independent Education. The process for filing a complaint can be found at [www.fldoe.org/policy/cie/file-a-complaint.stml](http://www.fldoe.org/policy/cie/file-a-complaint.stml).

### **St. Andrews University Students**

For St. Andrews University campus in North Carolina, the agency for student complaints is the University of North Carolina Board of Governors. Complaints can be filed at <http://www.northcarolina.edu/?q=complaints>.

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