Specific College State University

Code of Ethics for International Representatives

This Code of Ethics expresses the ethical principles and values of SCSU as it relates to the standard of conduct in professional matters it requires of Representatives of SCSU with regard to placing well-qualified students at the University. By reference and attachment, this Code is being incorporated into all Consultation and Services Agreements entered into with SCSU for which there is explicit language stating the violation of the Code is a material breach of the Agreement and immediate grounds for termination of the Agreement by the University. Also, it serves to provide assurance to prospective students, their parents, and/or sponsors that all representatives of the University in regard to international student recruiting have agreed to abide by this Code and that violation of the Code has serious consequences. All representatives are encouraged to meet both the letter and the spirit of this Code and, should they have any questions whatsoever as to its interpretation, are asked hereby to raise this matter by the most expedient means to SCSU.

Ethical Principles:

In all professional matters relating to the recruiting and placement of qualified international students at SCSU, companies and their representatives shall:

1. Follow, both explicitly and implicitly, the ethical principles contained in the Code;
2. Conduct themselves with integrity (which implies honesty, fair dealing, and truthfulness) and in a manner that will reflect positively on the image of the University and the students which it serves;
3. Provide accurate, complete, current, and unbiased information and not knowingly disseminate false, incomplete, or misleading information;
4. Respond to all questions fairly, equitably, professionally, and in a timely fashion;
5. Maintain the confidentiality, integrity, and security of student records and all communication with students;
6. Not discriminate with regard to race, color, national origin, ethnicity, sex, religion, sexual orientation, marital status, age, political opinion, immigration status, or disability;
7. Clearly and accurately provide information about the University in regard to admission requirements, academic program offerings, student services, scholarships, student activities and organizations, work-study opportunities, housing, meals, internships, job placements, and other related matters as well as costs associated with attending SCSU, including, but not limited to, tuition and fees, meal plans, and housing
8. Provide valid and reliable information as to the acquisition of student visas and the terms and conditions of such visas;

9. Uphold consumer protection principles including the consumer's right to be informed, right to choose, right to safety, and the right to be heard;
10. Not engage in acts that constitute fraud, cheating, harassment, or misuse of power;
11. Disclose any and all fees that may be charged to the student or the student's sponsor prior to the delivery of services for which said fees are to be paid;
12. Make promises or guarantees to prospective students and, as appropriate, their parents or sponsors only when such promises and guarantees are backed fully by facts that ensure that these promises or guarantees will be achieved;
13. Act in the best interest of the student as well as SCSU and shall offer advice and provide information to students, and where appropriate, their parents or sponsors, in a manner consistent with this principle;
14. Not submit an application on behalf of any student to SCSU for which there is any reason or reasons to believe that the student is merely interested in fleeing from the home country to the United States;
15. Fulfill, in a timely and complete fashion, all promises and obligations made to students, and where appropriate, their parents or sponsors as well as the University and other related parties;
16. Verify that documents provided by students in association with their application to the University are legitimate and have been properly notarized or attested as to authenticity;
17. Represent accurately to the University the prospective student's academic record, preparation, and information regarding the financial capacity of the student to attend the University; and
18. Otherwise conduct business in such a way as to comply fully with all laws and ethical tenets consistent with this Code of Ethics and other good and appropriate business practices.

Note: Specific College State University's Code of Ethics is adapted from the Code of Ethics drafted by the University of North Alabama and Ohio University and is based on the principles outlined in the NAFSA Code of Ethics.