



Definitions: The current regulations define “misleading statement,” “misrepresentation” and “substantial misrepresentation.”

Misleading statement is defined as including 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.

Misrepresentation is defined as “any false, erroneous or misleading statement made by an institution, one of its representatives, or any ineligible institution, organization, or to provide marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, family of either, accrediting agency, state agency, any member of the public, or US Department of Education.” This includes “dissemination of a student endorsement or testimonial made under duress or because the school required the student to provide the endorsement to participate in a program.”

Substantial Misrepresentation is defined as “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 revised definition of misrepresentation, misleading statement, and substantial misrepresentation applies to not just written statements, but to “any communication made in writing, visually, orally, or through other means.”

Procedure:

Royal Learning Institute strives to provide accurate, honest and clear information in print, online, broadcast media or oral presentations. The school will make every effort to avoid misrepresentation to students and others in communications made in writing, visually, orally, or through other means. Training of employees to avoid any form of misrepresentation as they disseminate communications is a key component of this procedure.

The director of admissions is responsible for the training of personnel under his/her supervision regarding misrepresentation of admissions requirements and other school information.

The Financial Aid officer is responsible for the training of personnel under his/her supervision regarding misrepresentation of college financial aid information.



Disciplinary Action:

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.