

POLICY & PROCEDURES MEMORANDUM

TITLE:	LIMITATION OF SOLICITATION OF STUDENTS BY CREDIT CARD ISSUERS
EFFECTIVE DATE:	February 15, 2005* (*Title Updates 5/31/12, 5/17/07)
CANCELLATION:	none
CATEGORY:	Student (SA)

POLICY STATEMENT

In accordance with the “College Campus Credit Card Solicitation Act, Louisiana Revised Statutes 9:3577.1 through 9:3577.5, and [Louisiana Community and Technical College System policy](#), it is the responsibility of Delgado Community College to limit solicitation of students by credit card issuers. Credit card issuer solicitations, advertisements, applications or information must not be disseminated to students during registration for classes. In addition, no employee of the College is permitted to disseminate such information to students at any time, nor is any employee of the College allowed to provide student information to credit card issuers.

The College has established a plan in order to limit solicitation of students by credit card issuers on a campus or site. The guidelines, responsibilities and procedures of the plan are outlined in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To publish policy and procedures for limiting solicitation of students by credit card issuers.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all students and all employees of the College.

3. **Guidelines for Dissemination of Information**

- A. The College will not permit the dissemination of solicitations, advertisements, applications or information concerning consumer credit cards to students during registration for classes.
- B. No employee of the College is permitted to disseminate solicitations, advertisements, applications or information concerning consumer credit cards to students at any time.
- C. No employee of the College is permitted to provide student information to credit card issuers.

4. **Responsibility**

- A. The Vice Chancellor for Student Affairs or designee is the official contact for registration by a credit card issuer of its intent to solicit on the campus or site.
- B. The Vice Chancellor for Student Affairs or designee is responsible for ensuring proper implementation of the College's solicitation plan (see Section 5) on the campus or site.
- C. The name and contact information of the Vice Chancellor for Student Affairs or designee will be made accessible to credit card issuers as the designated contact person for the campus or site.

5. **College Plan for Solicitation on a Campus or Site**

A. **Credit Card Vendor Selection**

- 1. The number of credit card solicitors will be limited to no more than two trademark vendors per year per campus or site.
- 2. Each vendor will be limited to no more than one campus/site solicitation per year.
- 3. Vendors will be selected according to reputation of financial institution, as well as appropriateness of credit card program to the student population (i.e., preference for long-term, low-interest credit cards).
- 4. Selected vendors are required to provide debt education brochures to students with application materials.

B. Credit Card Vendor Registration

1. Prior to engaging in the solicitation of a student on a campus or site, each credit card issuer must register its intent to solicit the student for that purpose with the Vice Chancellor for Student Affairs or designee.
2. Registration of a credit card issuer to solicit on a campus or site requires the principal place of business of the credit card issuer and in the form as required by state law.

Reference:

Louisiana Community and Technical College System [Policy #5.022, Limitation of Solicitation of Students by Credit Card Issuers](#)

Louisiana Revised Statutes 9:3577.1 through 9:3577.5, *College Campus Credit Card Solicitation Act*

Louisiana Revised Statute 17:3351.2, *Dissemination of Certain Information by Public Postsecondary Education Institutions*

Review Process:

Business and Administrative Affairs Council 11/23/04

Student Affairs Council 1/18/05

College Council 2/15/05

Distribution:

Distributed Electronically Via College's E-Mail and Internet Systems