

# Standard Operating Procedure

**Title:** Prohibition of Incentive-Based Recruitment for Service Member Enrollment

**Effective Date:** August 13<sup>th</sup>, 2025

**Approved By:** Office of the President, Hinds Community College

**Review Cycle:** Annual

**Responsible Office:** Office of Human Resources and Enrollment Services

## Purpose

To establish a clear institutional policy prohibiting the use of commissions, bonuses, or other incentive payments to employees or contractors for the purpose of securing enrollments of Service members, in compliance with federal regulations and ethical recruitment standards.

## Scope

This SOP applies to all Hinds Community College employees, contractors, agents, and third-party vendors involved in student recruitment, admissions, marketing, or enrollment activities.

## Policy Statement

Hinds Community College strictly prohibits the use of any form of incentive-based compensation—including commissions, bonuses, or other monetary or non-monetary rewards—for the purpose of securing enrollment of Service members. This includes:

- Active Duty
- Reserve
- National Guard
- Veterans receiving military education benefits

No employee or contractor shall receive compensation that is directly or indirectly tied to the number of Service members enrolled.

## Procedures

### 4.1 Training

- All employees and contractors involved in recruitment or enrollment must complete annual training on ethical recruitment practices and this SOP.

### 4.2 Monitoring and Compliance

- The Office of Enrollment Services will conduct periodic audits of recruitment practices and compensation records.
- Any violations will be reported to the Office of Compliance and may result in disciplinary action, including termination of employment or contract.

## Enforcement

Violations of this SOP will result in corrective actions up to and including termination of employment or contract and may be reported to appropriate regulatory bodies.