



**Gold Star Ambassador**

**STATEMENT OF CONFIDENTIALITY  
2007-08**

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I understand that during my employment as a Gold Star Ambassador, I will encounter confidential information. All information regarding a student's credentials, qualifications, or application status, whether written or oral, should be held as confidential and should only be reviewed and discussed by appropriate personnel.

I acknowledge that I may not review or delete nor make comments, oral or written, about a student's record, including my own.

I acknowledge my understanding of the confidential and private nature of financial issues at the university. Questions by visitors regarding cost of attendance or financial aid award packages are to be referred directly to a financial aid or admissions counselor. Discussion about your personal award package or any knowledge of another student's package with a visitor is prohibited.

I understand it is strictly prohibited for any Gold Star Ambassador to discuss their payroll or hourly wage with any person at the university other than the Coordinator or personnel in human resources. This is a common policy in most work environments and one that will be strictly adhered to for student employees in Enrollment Services.

I further acknowledge that any infraction of these regulations or the privacy of any student's records or finances carries severe penalties and will be sufficient cause for immediate dismissal from my employment as a Gold Star Ambassador at Oklahoma City University.

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**Gold Star Ambassador**

**Date**

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**Asst Director, Visitor Services**

**Date**