

Financial Aid Office Code of Conduct

1. Ban on Revenue-Sharing Arrangements

The university shall not enter into any revenue-sharing arrangement with any lender. The university shall not accept any fee or other material benefit in exchange for recommending a lender to its students.

2. Gift Ban

No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant or his/her family. No university officer or employee with financial aid responsibilities shall solicit or accept a gift having a monetary value of more than a de minimus amount from a lender, or servicer of education loans.

3. Contracting Arrangements Prohibited

No university officer or employee with financial aid responsibilities shall accept compensation for any type of consulting arrangement or contact to provide services to or on behalf of a lender relating to education loans.

4. Advisory Board Assistance

All employees with financial aid responsibilities shall be prohibited from accepting compensation for service on an advisory board, commission, or group established by lenders or guarantors, except for reimbursement for reasonable expenses.

5. Interaction

All university employees with financial aid responsibilities shall not steer a borrower/s to a particular lender or delay loan certification of any loan based on the lender selected by the borrower

6. Offers of Funds for Private Loans

All university employees with financial aid responsibilities shall not request or accept from a lender an offer of funds to be used for private education loans in exchange for the university's providing the lender with a specified number of volume of federal loans or in exchange for placement on a preferred lender list.

7. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.

- 8 Institutional award notifications and/or other institutionally provided materials shall include the following:
 - a. A breakdown of individual components of the institution's Cost of Attendance, designating all potential billable charges.
 - b. A clear identification of each award, indicating type of aid, grant or scholarship, work or loan.
 - c. The renewal requirements for each award.

- 9 No action will be taken by any member of the financial aid staff or university employees with financial aid responsibilities that is for their personal benefit or could be perceived to be a conflict of interest.