

Code of Conduct

The Financial Aid Office of Danville Regional Medical Center School of Health Professions is a member of the National Association of Student Financial Aid Administrators (NASFAA). NASFAA adopted a Statement of Ethical Principles that governs the conduct of its members. As a member of the association, that statement is included into this policy.

NASFAA Statement of Ethical Principles

NASFAA's *Statement of Ethical Principles* provides that the primary goal of the institutional financial aid professional is to help students achieve their educational potential by providing appropriate financial resources. To this end, this *Statement* provides that the financial aid professional shall:

Be committed to removing financial barriers for those who wish to pursue postsecondary learning.

Make every effort to assist students with financial need.

Be aware of the issues affecting students and advocate their interest at the institutional, state, and federal levels.

Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.

Educate students and families through quality consumer information.

Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.

Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.

Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.

Recognize the need for professional development and continuing education opportunities.

Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.

Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.

Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

*Task Force on Standards of Excellence
Adopted by NASFAA's Board of Directors, April 1999*

Danville Regional Medical Center School of Health Professions has adopted NASFAA's *Code of Conduct for Institutional Financial Aid Professions* which states:

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such

entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

Refrain from taking any action for his or her personal benefit.

Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.

Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.

Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.

Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.

Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

Adopted by NASFAA Board of Directors, May 2007

In keeping with the NASFAA *Statement of Ethical Principles and Code of Conduct*, DRMC School of Health Professions will abide by the following:

1. Revenue/Gift Restrictions. The school and its employees and officers may not receive anything of value from any lending institutions in exchange for any advantage sought by the lending institution. This includes gift, travel, and compensation for serving on lender advisory boards. Lenders may not pay for a place on the school's preferred lender list.
2. Preferred Lender Guidelines. The school's preferred lender lists must be based solely on the best interests of the students who may use the list, without regard to the financial interests of the school.
3. Preferred Lender Disclosure. The school must clearly and fully disclose the criteria and process used to select preferred lenders. Students must also be told that they have the right and ability to select the lender of their choice regardless of the preferred lender list. No employee will refuse to certify or delay any loan based on the borrower's selection of a particular lender.
4. Loan Resale Disclosure. The school may not permit a lender to appear on the preferred lender list if the lender has an agreement to sell its loans to another lender without disclosing the fact.
5. Call-Center Restrictions. The school may not permit employees of lenders to identify themselves to student as employees of the school. No employee of a lender may work or provide staffing in the Financial Aid Office.

The school's Code of Conduct will be reviewed by all school employees and officers annually. The Code of Conduct is published on the school's website, school catalog, and employee handbook.

March 2009