

## **Dunwoody College of Technology**

### **Financial Aid Code of Conduct**

The Financial Aid Office at Dunwoody College of Technology is a member of NASFAA, the National Association of Student Financial Aid Administrators. We abide by NASFAA's Code of Conduct for Institutional Financial Aid Professionals which states that 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, the Financial Aid Office at Dunwoody College of Technology is bound by the following:

- Refrain from taking any action for our personal benefit.
- Refrain from taking any action that we believe is contrary to law, regulation, or the best interests of the students and parents we serve.
- Ensure that the information we provide is accurate, unbiased, and does not reflect any preference arising from actual or potential gain.
- Remain objective in making decisions and advising the administration of Dunwoody College of Technology regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from soliciting or accepting anything other than of nominal value from any entity 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 board or as part of a training activity or of sponsored by any entity.
- Disclose to the administration of Dunwoody College of Technology any involvement with or interest in any entity involved in any aspect of student financial aid.
- Processes loan applications through any lender a student or parent chooses.
- Does not solicit or accept anything of value from any lender in exchange for any advantage sought by the lender to make educational loans to students enrolled at or admitted to the College.
- Prohibits employees of the financial aid office, or any employee who otherwise has responsibilities with respect to educational loans, from entering into any type of consulting arrangement or other contract to provide to a lender services relating to educational loans.
- Prohibits external lenders' employees, representatives, or agents from providing staffing services to the financial aid office.
- Does not assign for any borrower, through award packaging or other methods, a loan to a particular lender, and does not refuse to certify or delay certification of any loan based on the borrower's selection of a particular lender or guaranty agency.
- Does not offer "opportunity loans", as defined by the State of Minnesota Office of the Attorney General, to students or parents.

To view NASFAA's Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals, go to:

<http://www.nasfaa.org/subhomes/MediaCenter/NASFAACodeofConduct.pdf>.