



**GREAT FALLS
COLLEGE**
MONTANA STATE
UNIVERSITY

The Great Falls College Montana State University Code of Conduct for Financial Aid Professionals

Introduction: With the passage of the 2008 Higher Education Opportunity Act (HEOA), post-secondary schools that participate in Federal Title IV loan programs are required to have a code of conduct to which the school's employees shall comply.

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 shall:

- 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, consolidation or processing of any student loans, including anything of value for serving on an advisory body or as part of a training activity 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.
- Refrain from entering into a revenue-sharing arrangement with any lender.
- Refrain, for any first-time borrower, assign through award packaging or other methods, a borrower's private loans to a particular lender; or refuse to certify, or delay certification of, any loans based on the borrower's selection of a particular lender or guaranty agency.

Adopted, 2008
