



FINANCIAL AID PROFESSIONAL and ETHICAL CODE OF CONDUCT POLICY

- Student financial aid duties will be conducted in an ethical and professional manner and in keeping with Organizational Policies and Procedures, as well as relevant accreditation and Department of Education requirements.
- Student financial aid duties will be administered for the purpose of determining the eligibility of applicants for various available financial aid programs; assisting applicants in the processes, and maintaining compliance file documentation.
- Student financial aid personnel will only provide truthful and accurate statements, descriptions, and explanations regarding financial aid matters, processes, and compliance requirements.
- Student financial aid personnel will work to ensure that students are fully informed and able to make considered financial aid decisions without undue pressure.
- Student financial aid personnel will only assist prospective students in the areas that fall within the purview of their position and will not assist prospective students in admissions processes or falsifying any enrollment or financial aid documents.
- Student financial aid personnel will not make explicit or implicit promises of employment or exaggerated statements regarding financial aid, employment or salary prospects to prospective students.
- Student financial aid personnel will participate in relevant training provided by The Fab School to enhance their knowledge as financial aid advisor and processors, in addition to seminars and training workshops provided by various authorized agencies such as CASFAA and the Department of Education.
- Student financial aid personnel will not discredit other schools or influence any student to leave another school by dishonorable conduct; inability to perform contracts; questionable credit standing; making other false representations; falsely disparaging the character, nature, quality, value, or scope of another school's program of instruction or services, including financial aid services; or demeaning another school's students.
- Student financial aid personnel acknowledge having received a copy of the Commission on Occupational Education Standards and having read the sections pertaining to financial aid.
- Student financial aid personnel will not engage in any revenue-sharing arrangements with any lender.
- Student financial aid personnel will not engage in the steering of borrowers to particular lenders or delaying loan certifications.
- Student financial aid personnel will not accept the offers of funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of Federal Student aid Loans, a specified loan volume, or a preferred lender arrangement.
- Student financial aid personnel will not accept gifts from a lender, guaranty agency, or loan servicer.
- Student financial aid personnel will not accept any amount of compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.
- Student financial aid personnel will accept any amount of compensation for service on an advisory board, commission, or group established by lenders or guarantors, except for reimbursement for reasonable expenses.