

# Statement of Ethical Principles & Code of Conduct for Education Loans

Wittenberg University- Financial Aid Staff - Effective July 1, 2019

The financial aid staff at Wittenberg University prescribes to the Statement of Ethical Principles from the National Association of Student Financial Aid Administrators (NASFAA). All financial aid staff will adhere to this statement of ethical principles as they assist students and families with the financial aid process. The financial aid staff must also abide by the federally required Code of Conduct for Education Loans.

## Statement of Ethical Principles

The primary goal of a financial aid professional is to help students achieve their educational goals through financial support and resources. NASFAA members are required to exemplify the highest level of ethical behavior and demonstrate the highest level of professionalism.

### Advocate for students

- Remain aware of issues affecting students and continually advocate for their interests at the institutional, state and federal levels.
- Support federal, state and institutional efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
- Manifest the highest level of integrity
- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
- Deal with others honestly and fairly, abiding by our commitments and always acting in a manner that merits the trust and confidence others have placed in us.
- Protect the privacy of individual student financial records.
- Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.

### Support student access and success

- Commit to removing financial barriers for those who want to pursue postsecondary learning and support each student admitted to our institution.
- Without charge, assist students in applying for financial aid funds.
- Provide services and apply principles that do not discriminate based on race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- Understand the need for financial education and commit to educate students and families on how to responsibly manage expenses and debt.

### Comply with federal and state laws

- Adhere to all applicable laws and regulations governing federal, state, and institutional financial aid programs.
- Actively participate in ongoing professional development and continuing education programs to ensure ample understanding of statutes, regulations, and best practices governing the financial aid programs.
- Encourage colleagues to participate in the financial aid professional associations available to them at the state, regional, or national level and offer assistance to other aid professionals as needed.

### Strive for transparency and clarity

- Provide our students and parents with the information they need to make good decisions about attending and paying for college.
- Educate students and families through quality information that is consumer-tested when possible. This includes (but is not limited to) transparency and full disclosure on award notices.
- Ensure equity by applying all need-analysis formulas consistently across the institution's full population of student financial aid applicants.
- Inform institutions, students, and parents of any changes in financial aid programs that could affect their student aid eligibility.
- Strive to ensure that cost of attendance components are developed using resources that represent realistic expenses.

### Protect the privacy of financial aid applicants

- Ensure that student and parent private information provided to the financial aid office by financial aid applicants is protected in accordance with all state and federal statutes and regulations, including FERPA and the Higher Education Act, Section 483(a)(3)(E) (20 U.S.C. 1090).
- Protect the information on the FAFSA from inappropriate use by ensuring that this information is only used for the application, award, and administration of aid awarded under Title IV of the Higher Education Act, state aid, or aid awarded by eligible institutions.

## *Wittenberg University Code of Conduct for Education Loans*

Wittenberg University is committed to providing students and families with information on appropriate financial resources. To this end, Wittenberg University is dedicated to the highest levels of ethical behavior and refrains from conflict of interest or the perception thereof. To avoid any perceived or actual conflict of interest the following Code of Conduct for Education Loans has been adopted in accordance with Sections 487(a) (25) and Sections 487(e) of the Higher Education Act of 1965.

- Wittenberg University does not participate in any revenue-sharing arrangements with any lender.
- Wittenberg University prohibits any employee of the financial aid office or any employee otherwise involved in the administration of educational loans to receive gifts of greater than a nominal value from a lender, guarantor, or loan servicer.
- Wittenberg University prohibits any employee of the financial aid office or any employee otherwise involved in the administration of educational loans to accept any fee, payment, or other financial benefit from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to educational loans.
- Wittenberg University prohibits any employee of the financial aid office or any employee otherwise involved in the administration of educational loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission, or other group established by such a lender, guarantor, or group of lenders and/or guarantors. Wittenberg University does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions, or groups by lenders, guarantors, or groups of lenders and/or guarantors.
- Wittenberg University does not assign, through award packaging or other methods, first time borrowers a particular lender or refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guarantor.
- Wittenberg University will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of private loans, Title IV loans, or a preferred lender arrangement.
- Wittenberg University will not request or accept any assistance with a call center or financial aid office staffing from a lender.

This code will be evaluated periodically and enforced by the institution. Any employee of Wittenberg University in violation of any part of this code will be subject to disciplinary proceedings up to termination of employment if so warranted.