

## **Post University Student Finance**

### **Statement of Ethical Principles and Code of Conduct**

All Post University Student Finance staff adhere to the Statement of Ethical Principles and Code of Conduct established by the National Association of Student Financial Aid Administrators (NASFAA).

#### **Statement of Ethical Principles**

The Student Finance staff of Post University commit to the following Statements of Ethical Principles:

- Execute the highest level of ethical behavior and refrain from conflict of interest.
- Protect the information on the FAFSA so it is used solely for awarding aid under the Title IV Higher Education Act and protect the privacy of student financial records.
- Work with students honestly and fairly and act in a manner that merits the trust and confidence placed in us.
- Remove financial barriers for those who intend to pursue postsecondary education and support students admitted to Post University.
- Assist students to apply for financial aid free of charge.
- Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age or economic status.
- Educate students and families on financial literacy topics including managing debt and expenses.
- Provide students and parents information needed to make good decisions about attending and paying for college.
- Inform students and parents of changes in financial aid programs that can affect their eligibility.
- Adhere to all applicable laws and federal regulations governing federal, state and institutional aid programs.

#### **Code of Conduct**

- Information provided to students by the office is accurate and unbiased and does not reflect any potential or personal gain.
- Student Finance staff will not award aid to themselves or their immediate family members which could be perceived as a conflict of interest.
- Students and borrowers will not be encouraged to do business with any particular lender.
- Student Finance staff may not accept cash, gifts or benefits from any entity doing business or seeking to do business with Post University.
- Award information provided to students will include the cost of attendance, clarification on the types of awards offered (grants, scholarships, loans, work) and renewal requirements for each award.
- All required consumer information is prominently displayed on Post University's website, is easily identified and labeled as "Consumer Information."
- Staff will disclose to Post administration any involvement, interest in, or potential conflict of interest with any entity with which Post has a business relationship.

*All Federal Student and Parent Loans are administered through the Federal Direct Loan Program. For all private or alternative Loans, Post University:*

- Does not recommend a list of preferred lenders, limit the choice of lenders or refuse to certify or delay the certification of educational loans from any lender
- Will not participate in any revenue-sharing arrangements with any lender
- Does not solicit or accept any gift or item of value from lenders as a requirement of doing business
- Will not request or accept offers of funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of educational loans, loan volume or a preferred lender arrangement.
- Prohibits any employee who works with educational loans to receive any gifts or compensation for their participation on advisory boards related to educational loans
- Will not request or accept staffing assistance from any lender