

University of Mary
Title IV Loan Code of Conduct
December 2015

All officers, employees and agents of the University of Mary are expected to maintain exemplary standards of professional conduct in all aspects of carrying out their responsibilities, including all dealings with any entity involved in any manner in student financial aid, regardless of whether the entities are involved in a government sponsored, subsidized, or regulated activity. All University of Mary officers, employees and agents should have an understanding of the Code. To ensure transparency in the administration of student financial aid and to avoid conflicts of interest, the University of Mary will adhere to the following. All financial aid staff members, in the context of their employment duties, will:

- Refrain from taking any action for his or her personal benefit, including revenue-sharing and entering into contractual arrangements with lending entities;
- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interest of the students and parents served;
- Ensure that the information he or she provides is accurate, unbiased and does not reflect any preference arising from actual or potential personal gain;
- Employees of the financial aid office will not award aid to themselves or their immediate family members. The task will be assigned to another person, to avoid the appearance of a conflict of interest.
- Be objective in making decisions and advising the University of Mary regarding relationships with any entity involved in any aspect of student financial aid;
- Refrain from soliciting or accepting anything of other than nominal value (less than \$10) from any entity involved in the making, holding, consolidating or processing of any student loans or other financial aid, including anything of value, such as reimbursement of expenses for serving on an advisory body, or as part of a training activity of, or sponsored by, any such entity, except as allowed by federal law;
- Not accept staffing assistance from entities which is prohibited by federal regulation;
- Disclose to the University of Mary any involvement with or interest in any entity involved in any aspect of student financial aid;
- Report to the Vice President of Financial Affairs any actual, potential or perceived conflict of interest as it relates to student financial aid.

Further, University of Mary financial aid staff members will:

- Preserve a student and parent borrower's right to select a lender of their choice;
- Not assign lenders to student borrowers;
- Avoid recommending any private alternative lender or product so as to make the appearance of having a preferred lender arrangement;
- Take appropriate steps to advise and educate student borrowers regarding the use of federal aid as a primary source of funding prior to seeking private lending sources;
- Not certify a private alternative education loan amount that exceeds the student's cost of attendance;
- Always seek to be an advocate for the student and apply institutional, state and federal guidelines/regulations in a fair, unbiased and consistent manner;
- Not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status or public assistance, in accordance with applicable laws. The University will not tolerate any discrimination and any such conduct is prohibited. The university also prohibits any form of discipline or retaliation for reporting incidents of discrimination.

Signature

Date