

Financial Aid Code of Conduct

Purpose

The purpose of this Financial Aid Code of Conduct is to prevent conflicts of interest, real or perceived, in the award and administration of educational loans at West Georgia Technical College. These guidelines establish standards of conduct and policies for all employees and others that administer or contribute to any process in the awarding and disbursing of financial aid funds.

Prohibitions

1. No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.
2. Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
3. No amount of cash, gift, or benefit shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
4. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.

Preferred Lender List

1. If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publically disclosed. Borrowers will not be auto-assigned to any particular lender.

2. A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution's preferred lender list.

Ban on Revenue-Sharing Arrangements

The College shall not enter into any revenue-sharing arrangement with any lender or other vendor working with any of its offices that are responsible for carrying out financial aid functions. The College shall not accept any fee or other material benefit in exchange for recommending a lender to its students.

Ban on Staffing Assistance

The College shall not request or accept from a lender assistance with financial aid staffing or financial aid office assistance.

Policy Violations

Any employee of West Georgia Technical College or its affiliate, who violates this policy, may be subject to disciplinary actions up to or including dismissal from the College.