Grays Harbor College

Code of Conduct for the Financial Aid/Veterans/Scholarship Office Staff

Staff members in the Financial Aid/Veterans/Scholarship Office have always been bound to act in compliance with the National Association of Student Financial Aid Administrators' **Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals.** As such, staff is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out their responsibilities. This specifically includes all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity.

In doing so, staff members in the Financial Aid Office/Veterans/Scholarship Office will:

- Refrain from taking any action related to the administration of the student financial aid programs for their personal benefit;

- Refrain from taking any action they believe is contrary to law, regulation, or the best interests of the students and parents they serve.

- Ensure that the information they provide is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.

- Be objective in making decisions and advising the institution regarding relationships with any entity involved in any aspect of student financial aid.

- Refrain from soliciting or accepting anything of other than nominal value ($10 or less) from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.

- Disclose to the institution, in such manner as the institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.