

**Category:** Student Services

**Division:** Student Services

**Department:** Financial Aid

**Policy Title:** Student Loan Code of Conduct

**Policy Statement:** The purpose of this policy is to prohibit conflicts of interest in situations involving student financial aid and to establish standards of conduct for employees with responsibility for student financial aid.

**Procedures:**

**1. Preferred Lender Guidelines**

Preferred or suggested lender lists used by Garden City Community College will be based solely on the best interests of students and parents who may use the list and without regard to the financial interests of the college.

**2. Lender Disclosures**

All preferred or suggested lender lists maintained by Garden City Community College will clearly and fully disclose the criteria and process used to select the lenders included on such lists. Students and parents will also be told that they have the right to select a lender of their choice, regardless of whether such lender appears on the school's lender list.

**3. Revenue Sharing**

Garden City Community College will not accept anything of value from any lender in exchange for any advantage sought by the lender. Lenders will not be required or allowed to pay to be placed on the school's lender list.

**4. Gifts and Trips**

Garden City Community College employees will not accept anything of more than nominal value from any lender. This includes gifts or trips of any kind.

**5. Advisory Board Membership**

Garden City Community College employees will receive no compensation or anything of value for serving on the advisory board of any lender.

**6. Lender Identification**

No employee of any lender may work in or provide staffing in the Garden City Community College's financial aid office. In addition, Garden City Community College will direct employees of lenders to clearly identify themselves as employees of the lender and to never identify themselves as college employees when meeting or speaking with students or parents.

**Contacts:** Director of Financial Aid, Vice President of Instruction and Student Services

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**Policy History:** 4/1/16, 7/1/16

**Keywords:** Financial Aid, Student Loan Code of conduct

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