



## Wayne County Schools Career Center Financial Aid Office

### **Title IV Code of Conduct**

As required by the Higher Education Opportunity Act, Wayne County Schools Career Center establishes the following Code of Conduct. The institution and its employees certify the following:

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.
  - a. 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.
  - b. No amount of cash, gift, or benefit in excess of a de minimis amount 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).
2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
3. Institutional award notifications and/or other institutionally provided materials shall include the following:
  - a. A breakdown of individual components of the institution's Cost of Attendance, designating all potential billable charges.
  - b. Clear identification of each award, indicating type of aid, i.e. grant, scholarship, or loan.
  - c. Standard terminology and definitions, using NASFAA's glossary of award letter terms.
4. All required consumer information is displayed in a prominent location on the institutional web site and in any printed materials, easily identified and found.
5. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.
6. All school officers, employees and agents with responsibilities with respect to Direct Loans are annually informed of provisions of this Code of Conduct.

\* Adapted from the National Association of Financial Aid Administrators (NASFAA) Code of Conduct