Code of Conduct for Financial Aid Professionals

Code of Conduct
An institutional Financial Aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including 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. To this end, this Code provides the Financial Aid professional with a set of principles that serves as a common foundation for accepted standards of conduct.

The staff of the Financial Aid Office at Healing Touch Career College) follows this code of conduct outlined by the National Association of Student Financial Aid Administrators (NASFAA).

The Financial Aid professional shall:
1. Refrain from taking any action for his or her personal benefit.
2. Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
3 .Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
4 .Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student Financial Aid.
5. Refrain from soliciting or accepting anything of other than nominal value 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.
6. Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid