

Code of Conduct for Marion Technical College Financial Aid Professionals

The Financial Aid Office at Marion Technical College has adopted the following code of conduct:

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out their 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.

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.

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.

Financial Aid Staff shall:

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 their institution regarding relationships with any entity involved in any aspect of student financial aid.

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).

All required consumer information is displayed in a prominent location on the institutional web site(s) and in any printed materials, easily identified and found, and labeled as "Consumer Information."

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.

Marion Technical College provides equal opportunities regardless of race, color, national origin, sex, disability, age, military status, or sexual orientation