

Staff Code of Conduct Policy

Staff members in the Financial Aid Office are bound to act in the best interest of the students we serve, and in order to do so, we adhere to the following principles:

- No staff member shall accept any gift from a representative of a student loan provider. The Department of Education has defined "gift" as:
 - "Any gratuity, favor, discount, entertainment, hospitality, loan, or other item valued at more than a de minimus amount.
 - The term includes services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or by reimbursement."
- Staff will not participate in meals or refreshments from lenders.
- Staff will not accept unsolicited marketing materials (such as pens, pads and markers) from lenders.
- Office visits by representatives of major lenders are normally limited to twice a semester.
- Staff members shall not accept any remuneration or expense-reimbursement for serving as a member of a lender's advisory board. Staff may participate on advisory boards that are unrelated in any way to higher education loans.
- No staff member shall accept any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or contact to provide services from a representative of a student loan provider.
- No staff member shall request or accept any offer of funds for private loans including funds for an opportunity pool loan from a representative of a student loan provider. The Department of Education has defined "opportunity pool loan" as:
 - "A private education loan made by a lender to a student (or the student's family) that involves a payment by the institution to the lender for extending credit to the student."
- LSUA does not currently require staff to complete and submit financial disclosure forms as a condition of employment. All staff members in the Financial Aid Office will disclose to his or her immediate supervisor if an assigned task could create a perceived or real "conflict of interest" in the eyes of the public.
- LSUA does not have a revenue-sharing arrangement with any student loan provider. These agreements are prohibited.
- Lender account representatives are not permitted to work within the Financial Aid Office or to pass themselves off as employees of the University.
- LSUA is committed to educating our families and students on loan products and services available. Every student has the right to use a lender and guarantor of his/her choice; LSUA currently does not maintain a preferred lender list.

Staff who knowingly fail to follow these guidelines will be subject to disciplinary action.