

Code of Conduct

Purpose

This Code of Conduct is intended to ensure that the relationships between providers of education loans and other forms of financial aid to students of Louisiana Tech University and the representatives of Louisiana Tech University with whom they deal are free from all conflicts of interest, actual and perceived. This code reiterates and reflects the University's continuing commitment to conduct financial aid practices with integrity, free from conflicts of interest, in the interest of students, and in compliance with applicable law.

All Louisiana Tech University financial aid professionals will adhere to those principles set forth by the National Association of Student Financial Aid Administrators and will abide by the following Louisiana Tech University Financial Aid Code of Conduct:

- 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."
- No Louisiana Tech University Financial Aid officer, trustee, director or employee will solicit or accept gifts or anything of more than nominal value on his or her own behalf or on behalf of another from or on behalf of a lending institution. This prohibition includes, but is not limited to, any payment or reimbursement by a lending institution to a university employee for lodging, meals, or travel to conferences or training seminars. However, staff will be allowed to participate in meals, refreshments and receptions in conjunction with professional association meetings, trainings, or conference events *open to all attendees*.
- The University shall not arrange with a lending institution to provide any opportunity loans, if the provision of such opportunity loans prejudices any other borrower. The university also may not accept or solicit any funds to be used for private educational loans or opportunity pool loans in exchange for providing a lending institution with a specified number of federal loans, a specified loan volume or a preferred lender arrangement.
- Louisiana Tech University will not enter into any revenue-sharing arrangement with any education loan provider. The University also may not accept or solicit staffing assistance from a lending institution, including but not limited to, call center staffing or financial aid office staffing.
- Louisiana Tech University is committed to educating our families and students on available loan products and services. Every student has the right to use a lender and guarantor of his/her choice. Financial Aid staff will not assign a first-time borrower to a particular lender, nor refuse to certify, or delay certification of, any loan based on the borrower's selection of a lending institution.
- The University prohibits any officer, trustee, director, employee, or agent of the university from receiving any remuneration for serving as a member or participant of a lending institution's advisory board or from receiving any reimbursement of expenses for so serving, provided, however, that participation on advisory boards that are unrelated in any way to higher education loans shall not be prohibited by this Code of Conduct.
- Individuals employed in the financial aid office and employees or officers who otherwise have student lending responsibilities are prohibited from consulting or providing other contract services for a lending institution. Employees of Louisiana Tech University are free to pursue part-time employment outside of their scheduled work day. However, employees must report any outside employment for which a salary, retainer, fee, or other form of remuneration is paid. Additionally, all Financial Aid Office staff members 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.
- Nothing in this Code of Conduct shall be construed to prohibit any officer, trustee, director, employee, or agent of the university from conducting non-university business with any lending institution.