

College Loan Code of Conduct

I, _____, as an employee of the University of Saint Francis and in dealing with Federal Student Loans agree to follow the College Loan Code of Conduct as stated below.

1. I am prohibited from receiving anything of value from any lending institution in exchange for any advantage sought by the lending institution.
2. I am prohibited from taking anything of more than nominal value from any lending institution. This includes a prohibition on trips for financial aid officers and other college officials paid for by lenders.
3. I am prohibited from receiving anything of value for serving on the advisory board of any lending institution.
4. Any decision I make about a preferred lender list will be based solely on the best interests of the students or parents who may use the list without regard to financial interests of the University of Saint Francis.
5. When presenting the Preferred Lender list I must clearly and fully disclose the criteria and process used to select preferred lenders. Students must also be told that they have the right and ability to select the lender of their choice regardless of the preferred lender list.
6. I understand that no lender may appear on a preferred lender list if the lender has an agreement to sell its loans to another lender without disclosing this fact. In addition, no lender may bargain to be a preferred lender with respect to a certain type of loan by providing benefits to USF as to another type of loan.
7. I understand that USF ensures that employees of lenders never identify themselves to students as employees of USF. No employee of a lender may ever work in or provide staffing to USF's Financial Aid Office.

If at any time I have concerns that the Loan Code of Conduct is not being followed or have questions about a situation I can go to the Director of Financial Aid and/or the Vice President of Enrollment Services without fear of my job being in jeopardy.

Sign: _____

Date: _____