

In order to help students meet their educational goals and to ensure access to all financial resources, the financial aid professionals of Saint Luke's College adopt the following code of conduct.

All Saint Luke's College Financial Aid Personnel shall:

- Refrain from accepting material benefits or fees to the College from a Title IV lender in exchange for recommending them as a lender to Saint Luke's students.
- Refrain from requesting or accepting an offer of funds from a lender of private education loans in exchange for a promise of loan volume or a preferred lender status.
- Refrain from taking any action for his or her personal benefit.
- 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.
- Ensure that information provided to students is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions and advising Saint Luke's College administration regarding relationships with any entity involved in any aspect of student financial aid.
- 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, financial aid staffing assistance of or sponsored by any such entity. Additionally, gifts to family members or others with relationships to financial aid employees are prohibited as they will be considered gifts to College financial aid personnel. Exceptions to this gift ban include: materials or services related to loan issues, default prevention and financial literacy; entrance and exit counseling services that do not promote a specific lender; philanthropic contributions from lenders that are not related to education loans, and education grants or scholarships administered on behalf of a State.
- Make suitable use of any Preferred Lender Lists. If Saint Luke's College publishes a preferred lender list for student loans, the selection of the lenders provided is based on the best interests of Saint Luke's College students and their parents regardless of the financial interests to the College.

Adapted for Saint Luke's College from the NASFAA Board of Director's Code of Conduct and the Higher Education Opportunity Act of 2008 published requirements.