

## **Millikin University Student Financial Services Code of Ethics and Principles**

As a member of the National Association of Student Financial Aid Administrators, Millikin University subscribes to the ethical standards set forth for all financial aid professionals. We concur that our goal is to help students achieve their educational potential by providing appropriate financial resources to the best of our ability within Federal, State and Institutional guidelines. We ensure that:

1. 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.

a. 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.

b. A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution's historical lender list.

c. 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).

2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.

3. Institutional award notifications and/or other institutionally provided materials shall include the following:

a. A breakdown of individual components of the institution's Cost of Attendance, designating all potential billable charges.

b. Clear identification of each award, indicating type of aid, i.e. gift aid (grant, scholarship), work, or loan.

c. Renewal requirements for each award.

4. 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.

We further state we will:

- Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators and Millikin University

- Provide students and families quality consumer information;
- Maintain fiscal responsibility while ensuring that all sources of financial assistance are administered in a fair and equitable manner;
- Ensure that information provided to Student Financial Services is protected in accordance with State and Federal regulation, including FERPA and the Higher Education Act, Section 483(a)(3)(E) (20U.S.C. 1090).
- Provide services that do not discriminate against any student or family;
- Commit to the highest level of ethical behavior
- Contribute to supporting the preparation of students for professional success; democratic citizenship in a global environment, and a personal life of meaning and value