

## **NC State University Office of Scholarships and Financial Aid Code of Conduct and Statement of Ethical Principles**

The staff in the Office of Scholarships and Financial Aid at North Carolina State University is committed to the highest standards of professional conduct. As members of the National Association of Student Financial Aid Administrators (NASFAA), we adhere to the NASFAA Code of conduct and statement of Ethical Principles: [http://www.nasfaa.org/mkt/about/Statement\\_of\\_Ethical\\_Principles.aspx](http://www.nasfaa.org/mkt/about/Statement_of_Ethical_Principles.aspx).

As a financial aid professional, I \_\_\_\_\_ will always maintain exemplary standards of professional conduct in all aspects of carrying out my job responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, I am bound by the following:

- Upon my knowledge, I will disclose to my supervisor if I, any member of my family, or any individual with whom I share an amorous relationship, enroll in classes at NC State at any time
- I will refrain from performing any financial aid activity (awarding, verifying, disbursing, processing professional judgement, etc.) for myself, any member of my family, any colleague, or any individual with whom I share an amorous relationship, but will allow my supervisor to arrange for any necessary financial aid activity.
- I will refrain from taking any action for my personal benefit.
- I will refrain from taking any action that I believe to be contrary to law, regulation, or the best interests of the students and parents we serve.
- I ensure that the information I provide is accurate, unbiased, and does not reflect any preference arising from actual or potential gain.
- I will remain objective in making decisions and advising the administration of NC State University regarding relationships with any entity involved in any aspect of student financial aid.
- I will refrain from soliciting or accepting anything of other than nominal value from an entity (other than an institution of higher education or a government 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 board, or as part of a training activity or any sponsored activity by such an entity.
- I will disclose to the administration of NC State University any involvement with or interest in any entity involved in any aspect of student financial aid.

In addition, I agree to be dedicated to the following ethical principles:

- I will be committed to removing financial barriers for those who wish to pursue postsecondary learning.
- I will make every effort to assist students with financial need.
- I will be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels.
- I will support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
- I will educate students and families through quality consumer information.
- I will respect the dignity and protect the privacy of students and ensure the confidentiality of student records and personal circumstances.

- I will ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
- I will provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- I will recognize the need for professional development and continuing education opportunities.
- I will promote the free expression of ideas and opinions and foster respect for diverse viewpoints within the profession.
- I will commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
- I will maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

This Code of Conduct and Statement of Ethical Principles reflects the NC State University Office of Scholarships and Financial Aid's commitment to conduct financial aid practices with integrity, free from conflicts of interest, in the interest of students and parents, and in compliance with applicable rules and regulations. As an employee of the NC State Office of Scholarships and Financial Aid, I will abide by the code as well as the Mission of NC State University. My signature indicates that I have disclosed any information about students with whom I have a personal relationship and that I have made no attempts to provide funds in excess of application rules and regulations.

Signature \_\_\_\_\_ Date: \_\_\_\_\_