

## **Code of Conduct for Financial Aid Professionals**

Meridian University is committed to ensuring the integrity of its staff, contractors, vendors, and students with respect to all aspects of its academic and financial operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of us all.

The Code of Conduct for Financial Aid Professionals (“Code of Conduct”) applies to all Meridian University employees and contractors who work for the University in a financial aid role (referred to as “covered individuals,” “I,” or “you”). If you violate provisions of this Code of Conduct, you subject yourself to discipline up to and including termination of your employment and/or contract, as applicable.

If you do not understand or if you have any questions about Meridian policies & procedures, the Academic Catalog, or this Code of Conduct, you should contact Human Resources, the Financial Aid Director and/or the Chief Financial Officer. If you believe any employee, contractor, or vendor is violating university policies or procedures or this Code of Conduct, you should contact Human Resources, the Financial Aid Director and/or the Chief Financial Officer.

### **Code of Conduct Certification**

#### **As a Financial Aid professional, I understand that I MUST:**

1. Be ethical and conduct myself with integrity.
2. Avoid any conflicts of interest and comply with all Meridian University policies and codes of conduct.
3. Provide prospective and enrolled students with accurate and complete financial aid and policy information.
4. Keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA) as defined on Meridian’s website.
5. Comply with federal and state laws and regulations, accreditor rules, and University policies & procedures.
6. Adhere to all policies and procedures set forth by Meridian University.

#### **As a Financial Aid professional, I understand that I MUST NOT:**

1. Ask prospective, enrolled, or former students for their FAFSA PIN.
2. Make statements that contradict information in Meridian University’s catalog or enrollment agreement.
3. Discuss financial information of a prospective, enrolled, or former student with anyone except the student unless he or she provided a release in compliance with FERPA.
4. Complete or sign any document on behalf of a prospective, enrolled, or former student, including:
  - Initialing any document on behalf of a student,
  - Using white-out or erasure material of any kind on a document, and

- Modifying or altering information provided by a student.
5. Provide inaccurate information, such as information about:
    - Availability of financial aid funding
    - Interest rates for student loans
    - Amount of financial aid funding
    - Criteria for financial aid eligibility
    - Meridian University's programs, facilities, student services and jobs
    - Meridian University's graduation and placement rates
    - Transfer of credits to or from other colleges or universities
    - Credentials or licensing a student may obtain
    - Potential income levels upon graduation
  6. Pay the enrollment/application fee of a prospective, enrolled, or former student or loan or give money to a prospective, enrolled, or former student.
  7. Recommend specific classes to take when discussing how the number of hours may affect a student's financial aid eligibility.
  8. Discuss credit history, credit ratings, or credit standings with a student.
  9. Discuss my own personal financial situation or engage in any conversations unrelated to financial aid.
  10. Process an employee's Gift of Knowledge benefits unless specifically assigned to the student's account.

**As a Financial Aid professional, I further commit that I will:**

1. Re-read applicable University policies & procedures, applicable catalog(s), and codes of conduct to ensure that I am familiar with all of the requirements and/or contents.
2. Contact immediately Human Resources, Financial Aid Director, or Chief Financial Officer if I have any questions about policies & procedures or this Code of Conduct.
3. Notify immediately Human Resources, Financial Aid Director, or the Chief Financial Officer if I believe any employee, contractor, or vendor is violating Meridian University policies & procedures or this Code of Conduct.

Financial Aid Professional (print name): \_\_\_\_\_ Date:

Financial Aid Professional (signature): \_\_\_\_\_ Date:

Financial Aid Director (signature): \_\_\_\_\_ Date: