

FINANCIAL AID CODE OF CONDUCT

7.30500 DR
DISTRICT REGULATION

PURPOSE	The integrity of the financial aid program at Metropolitan Community College begins with the financial aid professionals who support the students. This regulation outlines the ethical principles and standards specifically set for employees who work with financial aid processes at the college.
PRINCIPLES	Those employees who have financial aid duties will adhere to the following: A. Respect the dignity and protect the privacy of students and assure the confidentiality of student records and personal circumstances. B. Ensure that all information provided to students is accurate and unbiased and does not reflect preference arising from actual or potential personal gain. C. Employees will not award aid or take any transactional steps to trigger awarding for themselves or their immediate family members, nor participate in any part of an approval or appeals process. These tasks will be assigned to another financial aid employee to avoid the appearance of a conflict of interest. D. Commit to the highest level of ethical behavior in all duties.
LOAN RESPONSIBILITIES	There are unique responsibilities in guiding borrowers through the student loan life cycle. To assure the integrity of MCC student loan programs, each employee who administers or makes decisions about student loans will agree to the following: A. Provide students with information about the Federal Direct Loan Program and loan terms without prejudice and for the sole benefit of the students attending the institution. They will be transparent, complete, and accurate. B. A borrower's choice to borrow a loan will not be denied, impeded, or unnecessarily delayed by the institution unless the student directly expresses loan is for non-educational purposes or refusal to repay. 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

ADOPTION April 24, 2026

REVISED: (Date(s) Board approved)

OFFICE OF RESPONSIBILITY: District Financial Aid Office

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(including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).

COMPLIANCE

All required consumer information will be displayed in a prominent location on the institutional web site(s) and in any printed materials, easily identified and found, and labeled as "Consumer Information."

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.

VALUES ALIGNMENT

Integrity and People

REFERENCE

BP 7.30000 Student Financial Aid