



**CARLOS ALBIZU UNIVERSITY
BOARD OF TRUSTEES**

Policy No. CAAE-05-2014-2015	Fiscal Year: 2014-2015	Source: Academic and Students Affairs Committee
Title: Policy on Code of Conduct for Financial Aid Employees		
Date of approval by the Board of Trustees : August 16, 2014		
Board Secretary Signature: Mr. Gualberto Rodríguez		

1.0 PURPOSE

Carlos Albizu University recognizes that the integrity of the Federal Student Loan Program (FFELP) is a critical part of the financial aid programs that Institution administers for the benefit of our student population.

Therefore, pursuant to [34 CFR 601.2](#); [34 CFR 601.21](#); [34 CFR 668.14\(b\)\(27\)](#), this code of conduct prohibits a conflict of interest with the responsibilities of an agent of the school with respect to FFELP or private education loans.

2.0 GUIDELINES

These guidelines have been established to maintain the integrity of the program. These may avoid any conflict of interest between the Institution, our students and/or parents and providers of student loan services.

1. Employees of Carlos Albizu University will not receive any personal benefit from providers of student loan services.
 - a. No employees of the Institution will accept any gift (cash, stock, payment for entertainment, travel, or otherwise) of any banking institution, which serves the Federal Student Loan Program (FFELP).
2. Employees of Carlos Albizu University will not receive any compensation for participating in advisory boards of student loan service providers.
 - a. Our employees will be able to participate in these consultative bodies, but will not receive any payment for their duties and performances in them. In

addition, employees shall not engage in discussions that are related to Carlos Albizu University.

3. Carlos Albizu University will not provide any advantages to student loan service providers.
 - a. The Institution will not accept anything of value from student loan service providers in exchange for benefits or considerations, which results in increased volume of loans in the Institution. This includes, but is not limited to printing costs, computer equipment, clerical support, profit sharing and other.
4. Carlos Albizu University will make proper use of the list of banks (Lender list), according to provisions of the USDE.
 - a. The selection of banks to serve on our list will be based on the benefits they offer to students and/or parents considering interest rate, payment alternative, benefits, and any other items that affect the process, or for alternative payment student and/or parent. The selection of the student loan provider will be based on the decision of the student and/or parent.

3.0 AMENDMENTS

This policy may be amended at any time by the Board of Trustees.