



Title:	Financial Aid Code of Conduct Policy
Effective Date:	10/01/2025
Last Revision Date:	09/12/2025
Office:	Student Affairs

Financial Aid Code of Conduct Policy

The primary goal of the student financial aid professionals at Northshore Technical Community College (NTCC) is to support students in achieving their educational objectives by helping them identify and access appropriate financial resources. While NTCC primarily relies on Federal Title IV Pell Grant funding administered by the U.S. Department of Education to meet these financial needs, our commitment extends beyond the administration of funds.

All financial aid professionals at NTCC are expected to uphold the highest standards of ethical conduct and professionalism. In doing so, they are to adhere to the principles established by the National association of Student Financial Aid Administrators (NASFAA) and to fully comply with the Financial Aid Code of Conduct as approved by the Louisiana Community and Technical college System (LCTCS) Board of Supervisors.

This commitment ensures that students receive fair, transparent, and student-centered guidance as they navigate the financial aid process.

Financial Aid Administrators employed by Northshore Technical Community College (NTCC) are expected to uphold the highest ethical standards in the administration of student financial aid. In accordance with institutional policy and the NASFAA Code of Conduct, they shall:

- 1. Avoid Personal Benefit:** Administrators must not engage in any activity for personal gain. Neither they nor their family members may accept cash, stocks, club memberships, gifts, entertainment, expense-paid travel, or any other form of improper compensation from entities involved in any aspect of student financial aid.
- 2. Comply with Legal and Ethical Standards:** Administrators must not engage in any action that is contrary to federal or state law, regulatory guidance, or the best interests of students and their families.
- 3. Provide Accurate and Unbiased Information:** All information provided to students and parents must be factual, impartial, and free of influence from personal or institutional gain.



4. **Maintain Objectivity in Institutional Decisions:** Administrators must remain objective when advising the institution or making decisions involving any third-party entity engaged in student financial aid.
5. **Limit Acceptance of Gifts:** Administrators shall not solicit or accept anything of more than nominal value (defined as \$10 or less) from student loan providers. This restriction includes meals, travel, lodging, entertainment, and in-kind services.
6. **Disclose Conflicts of Interest:** Administrators must disclose to the institution any personal, financial, or professional interest in any organization involved in student financial aid. Compliance with the LCTCS Conflict of Interest Policy is mandatory.

Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	Chancellor	09/12/2025	10/01/2025
X	College Leadership Committee	09/12/2025	10/01/2025

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