

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 2.011**

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**Title: LCTCS FINANCIAL AID CODE OF CONDUCT**

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Authority: Board Action

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Last Revision: Initial

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The primary goal of the LCTCS student financial aid professional is to assist students in achieving their educational goals by assisting them in the efforts to access appropriate financial resources. For the most part, the LCTCS institutions rely on United States Department of Education Title IV PELL funds to meet these needs. However, clearly, it is the expectation of the LCTCS that all financial aid professionals will adhere to those principles set-forth by the National Association of Student Financial Aid Administrators and will abide by the following Financial Aid Code of Conduct as approved by the Board of Supervisors. This includes the following:

Financial Aid Administrators employed by the LCTCS will:

1. Refrain from taking any action for personal benefit. This includes the individual, or a member of the family, ever accepting cash payments, stocks, club memberships, gifts, entertainment, expense-paid trips, or other forms of inappropriate remuneration from any business entity involved in any aspect of student financial aid.
2. Refrain from taking any action contrary to law, regulation, or the best interests of the students and parents.
3. Ensure that the information provided to students and parents is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
4. Be objective in making decisions and advising the institution regarding relationships with any entity involved in any aspect of student financial aid.
5. Refrain from soliciting or accepting anything other than nominal value (\$10) from a student loan provider. This includes meals, travel, lodging, entertainment, and in-kind services.
6. Disclose to the institution any involvement with or interest in any entity involved in any aspect of student financial aid. It is the obligation of the financial aid professional to abide by the LCTCS conflict of interest policy.