

CODE OF CONDUCT FOR EDUCATIONAL LOAN

YORK TECHNICAL COLLEGE FINANCIAL AID OFFICE

The Higher Education Opportunity Act (HEOA) requires educational institution that participate in federal Title IV programs to publish a code of conduct regarding educational loans [HEOA § 487(a)(25) and 487(e)]. The Financial Aid Office (FAO) regards the administration of educational loans to be a vital part of the services it offers to students and their families.

All of the following individual entities associated with York Technical College must comply with this code of conduct governing educational loan activities:

- An employee
- A Director or Officer
- A Trustee
- A contract employee
- Any agent – such as the Board or other organization directly or indirectly associated with or authorized or employed at YTC.

Thus, the above code of conduct will be enforced as follows:

- I. The FAO will continue processing educational private loans through any lender requested by the borrower without any prejudice, and in the best interest of the borrower, when appropriate, will communicate in a timely manner of any potential issues that might arise from his or her lender selection.
- II. The staff of the FAO shall not assign, through award packaging or other methods, a first-time borrower's loan to a particular lender, other than Direct Loans, or refuse or delay certification of a loan based on the borrower's selection of a lender or guarantor.
- III. The staff of the FAO will not accept anything of value, nor solicit a fee, revenue or profit sharing from any lender in exchange for providing concessions or promises to the lender for a specific number or volume of private educational loans, and will always refrain from taking any action believed to be contrary to the law, regulation.
- IV. The staff of the FAO will not accept impermissible gifts, goods, or services from a lender, servicer, or guarantor; however, permissible services such as default prevention, financial literacy, or student aid related educational services or materials can be obtained only if the material is not used to promote the lender's loan products.
- V. The staff of the FAO will not enter in any type of consulting arrangement or other contract to provide the lender services relating to educational loans. In addition, FAO

staff who serves on an advisory board (or commission or group) relating to educational loans established by a lending institution will not receive anything of value from the lending institution for participating on lender advisory board except the staff member may be reimbursed for reasonable expenses incurred for serving on such boards.

- VI. The staff of the FAO will not accept philanthropic contributions from a lender, lender-servicer, or guarantor that are related to the educational loans provided by the entity that is making the contribution.
- VII. The staff of the FAO will not request or accept from any lender any assistance with call center or financial aid office staffing.

This Code of Conduct will be published prominently on the York Technical College website at the site for Financial Aid and at such other locations as deemed necessary by the Administration.