

Financial Statement of Ethical Principles

The primary goal of the institutional financial aid professional is to help students achieve their educational potential by providing appropriate financial resources. This statement provides the Financial Aid Professional with principles that serve as a foundation for accepted standards of conduct.

The Financial Aid Professional at Bolivar Technical College will:

- Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
- Make every effort to assist students with financial need.
- Be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels.
- Educate students and families through quality consumer information.
- Protect the privacy of students, and ensure the confidentiality of student records.
- Ensure equality by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
- Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- Recognize the need for professional development and continuing education opportunities.
- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
- Maintain the highest level of professionalism, reflecting a commitment to the goals of Bolivar Technical College.

Code of Conduct for Financial Aid Professionals

The Financial Aid Professional at Bolivar Technical College is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities.

The Financial Aid Professional should:

- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interest of our students.
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any personal preference arising from actual or potential personal gain.
- Refrain from taking any action for his or her personal benefit.
- Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from accepting anything of other than normal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything

of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.

- Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.
- Each Financial Aid Professional must continuously be involved in professional development and training to maintain the highest degree of service to the students of Bolivar Technical College.

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