



**The Helena College University of Montana  
Code of Conduct for Financial Aid Professionals  
(Adapted from NASFAA's Code of Conduct)**

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out their responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity.

In doing so, a financial aid professional shall:

- Refrain from taking any action that is for their personal benefit or could be perceived to be a conflict of interest.
  - Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
  - If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publicly disclosed. Borrowers will not be auto-assigned to any particular lender.
  - A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution's preferred lender list.
  - No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
- Provide accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
- Be objective in making decisions and advising their institution regarding relationships with any entity involved in any aspect of student financial aid.
- Disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

**I have read and agree to abide by the Code of Conduct for Financial Aid Professionals:**

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**Name**

**Date**