

### **Title IV Loan Code of Conduct**

New Dimensions Beauty Academy is committed to ensuring the integrity of its employees and students with respect to all aspects of its schools and operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all of us.

The Code of Conduct for Financial Aid Professionals ("Code of Conduct") applies to all school employees who are employed in a financial aid roll (collectively "Covered Employees" or "you").

#### **Financial Aid employees MUST:**

1. Be ethical and conduct themselves with integrity.
2. Avoid any conflicts of interest and comply with the school Student Loan Code of Conduct.
3. Provide prospective and enrolled students with accurate and complete financial aid and policy information.
4. Keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA) as defined in the school catalog.
5. Comply with federal and state laws and regulations, accreditor rules, and school policies & procedures.
6. Adhere to all policies and procedures set forth by New Dimensions Beauty Academy.

#### **Financial Aid employees MUST NOT:**

1. Ask prospective, enrolled, or former students for their FAFSA PIN.
2. Make statements that contradict information in the school catalog or enrollment agreement.
3. Discuss financial information of a prospective, enrolled, or former student with anyone except the student unless he or she provided a release in compliance with FERPA.
4. Complete or sign any document on behalf of a prospective, enrolled, or former student, including:
  - Initialing any document on behalf of a student,
  - Using white-out or erasure material of any kind on a document, and
  - Modifying or altering information provided by a student.
5. Provide inaccurate information, such as information about:
  - Availability of financial aid funding
  - Interest rates for student loans
  - Amount of financial aid funding
  - Criteria for financial aid eligibility
  - The school's programs, facilities, student services and jobs
  - The school's graduation and placement rates
  - Transfer of credits to or from other colleges or universities
  - Credentials or licensing a student may obtain
  - Potential income levels upon graduation
6. Pay the enrollment/application fee of a prospective, enrolled, or former student or loan or give money to a prospective, enrolled, or former student.
7. Recommend specific classes to take when discussing how the number of hours may affect a student's financial aid eligibility.
8. Discuss credit history, credit ratings, or credit standings with a student.
9. Process another employee's Gift of Knowledge benefits unless specifically assigned to the student's account.