

UNITED THEOLOGICAL SEMINARY
FEDERAL STUDENT AID PROGRAM
CODE OF CONDUCT

In compliance with the Secretary of Education's request and recent regulatory changes, the following is United Theological Seminary's Financial Aid Office "Code of Conduct." All United Theological Seminary staff (officers, employees and agents of the school) responsible for the administration of federal and private education loans are subject to these guidelines:

United Theological Seminary staff responsible for student loan processing are prohibited from:

1. Revenue-sharing arrangements with any lender.
2. Soliciting or accepting of gifts of more than a minimal value from a lender, guarantor, or servicer. Exceptions to this include Entrance and Exit counseling services, philanthropic contributions to the institution that are unrelated to loans, professional staff training, and standard loan material (brochures, financial literacy, etc.).
3. Accepting fees, payments, or other financial compensations for any type of consulting or contractual relationship with a lender.
4. Refusing or delaying the loan process based on a borrower's selection of a particular lender.
5. Entering into an arrangement with a lender for private education loans funds in exchange for a preferred lender arrangement or providing the lender with a specified number of FFELP or private education loans.
6. Requesting or accepting staffing assistance from a lender. Exceptions are allowed for professional development or training and provision of educational counseling materials or short-term, nonrecurring staffing assistance during disasters or emergencies.
7. Accepting compensation, other than for reasonable reimbursement expenses, for service on an advisory board, commission, or group established by a lender(s) or guarantor (s).
8. The financial aid office is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities. In addition, the financial aid office will refrain from taking any action he or she believes is contrary to law, regulation, or the best interest of the student he or she serves.

This Code of Conduct is provided annually to all United Theological Seminary staff responsible for the administration of student loans.