

## Claremont School of Theology Code of Conduct for Financial Aid Professionals

Like all institutions participating in the Federal Stafford Loan Program, the CST is required by the Department of Education regulations to establish a Code of Conduct for employees as it relates to our participation in federal loan programs. The Claremont School of Theology policy is as follows:

An employee is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with entities involved in any manner in student financial aid, regardless of whether such entities are involved in government regulated activity. In doing so, an employee should:

- Refrain from taking any action for his or her personal benefit
- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of students
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain
- 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 soliciting or accepting anything of other than nominal value from any entity involved in the making, holding, consolidating or processing of any student loans, including accepting anything of value for serving on an advisory body or as part of a training activity of or sponsored by any such entity
- Disclose to CST executive leadership any involvement with or interest in any entity involved in any aspect of student financial aid

As it relates to student aid entities, our Code of Conduct also prohibits:

- Revenue sharing with other organizations
- Accepting staffing assistance

As a member of NASFAA the Claremont School of Theology adheres to “NASFAA’s Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals:”

<http://www.nasfaa.org/subhomes/mediacenter/nasfaacodeofconduct.pdf>