

Doane University's Financial Aid Code of Conduct

The Higher Education Opportunity Act conditions the eligibility of educational institutions to participate in Title IV programs on the development of and compliance with a Code of Conduct which prohibits conflicts of interest for its financial aid personnel. The following specific provisions bring Doane University into compliance with the federal law. Staff members in the Office of Scholarships and Financial Aid have always been bound to act in compliance to maintain federal aid eligibility. Doane University follows the Code of Conduct set by the National Association of Student Financial Aid Administrators. The Code of Conduct is as Followed:

1) No action will be taken by Financial Aid staff that is for their personal benefit or could be perceived to be a conflict of interest.

a. Employees within the Financial Aid Office will not award financial aid to themselves or their immediate family members. Staff will reserve the task to a designated staff member to avoid the appearance of any conflict of interest.

b. Doane University does not currently have a preferred lender list. A historical list of private education lenders that Doane students have provided private education loans to student in the past three academic years is on the Doane University website. Doane does not recommend any particular private education lender. The historical list provides transparent, complete and accurate information about lenders and loan terms. Doane University uses the services of FastChoice to provide the historical lender information.

c. In the event that Doane chooses to use a preferred lender list in the future, the list will be compiled without prejudices and for the sole benefit of the students attending the institution and the information regarding loan terms will be transparent, complete and accurate information. If at any point Doane decides to have a preferred lender list, the process through which lenders are selected will be disclosed.

d. A borrower's choice of lender will be denied, impede, or unnecessarily delayed by the institution.

e. 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 the institution (including service on advisory committees, boards beyond the reimbursement of reasonable expenses directly associated with the service provided).

2) To the extent humanly possible, the Financial Aid Office will provide accurate and unbiased and will not reflect any preferences arising from potential or actual personal gain.

3) Institutional Financial Aid Offers will provide the following:

- a. Breakdown of Cost of Attendance, designating billable charges to Doane
- b. Clear identification of each type of award indicating gift aid, work, or loan.
- c. Using standard terminology and definitions using NASFAA's glossary of terms.
- d. Renewal requirements for each award.

4) All required consumer information is displayed in a prominent place on Doane's website and is labeled Consumer Information.

5) Financial professionals will disclose to Doane University administration any involvement, interest or potential conflict of interest with any entity with which the institution has a business relationship.