



XAVIER UNIVERISTY OF LOUISIANA

Code of Conduct for Financial Aid Professionals

The Higher Education Opportunity Act (**HEOA**) requires educational institutions to develop and comply with a code of conduct that prohibits conflicts of interest for financial aid personnel [**HEOA § 487(a)(25)**].

Xavier University of Louisiana expects the highest levels of professionalism and ethical behavior from all financial aid staff. These individuals must avoid even the appearance or perception of any conflict of interest regarding their student aid responsibility.

The staff members are required to adhere to the following:

- Refrain from taking any action for his or her personal benefits.
- 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.
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or personal gain.
- Be objective in making decisions and advising **XAVIER UNIVERSITY OF LOUISIANA** personnel 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 (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating, or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.

- Disclose to his or her institution in such a manner as his or her institution may prescribe any involvement with or interest in any entity involved in any aspect of student financial aid.

For detailed information on the statement of ethical principles and Code of Conduct please contact the Financial Aid Office.