

NORTHWEST FLORIDA STATE COLLEGE
Board Policy 6hx17-4.04

TITLE:	FINANCIAL AID OFFICE CODE OF CONDUCT FOR EMPLOYEES AND LENDERS
REFERENCE:	
HISTORY:	Local Policy, March, 2008

1. Northwest Florida State College's lender list is based on the following criteria:
 - a. Customer service to students and the school.
 - b. The use of the school's electronic funds delivery processes.
 - c. The lender's participation in the NelNet loan server system which ensures that loan funds are disbursed to the student without delay and in accordance with the deadlines established by the college.
 - d. Acceptance of the Florida Office of Student Financial Assistance as the loan guarantor.
2. No lenders shall provide items of value to members of the Financial Aid staff. This includes stocks, compensation, personal or recreational travel, and gifts in excess of value as stated in the State of Florida Code of Ethics.
3. Financial Aid staff shall not select lenders for students.
4. School employees shall process loans for any lender a student selects.
5. There shall be no "quid pro quo" between student lenders and NWFSC
6. Participation on related advisory boards is permitted as allowed by Federal and State law. All participants must provide an agenda which supports their participation.
7. Lenders are not permitted to perform duties normally assigned to financial aid staff or have access to student files.
8. Lenders are expected to maintain the highest ethical standards both at NWFSC and on a national level.