

# Financial Aid Office Code of Conduct

## Highline Community College:

- Does not require the use of particular lenders or in any way limit the choice of lenders
- Does not recommend particular lenders to students.
- Processes loan applications through any lender a student chooses.
- Does not solicit or accept anything of value from any lender in exchange for any advantage sought by the lender to make educational loans to students.
- Prohibits employees of the financial aid office from taking from any lender any gift worth more than nominal value, and strictly adheres to Washington State guidelines pertaining to gifts to state employees.
- Prohibits employees of the financial aid office from entering into any type of consulting arrangement or other contract to provide to a lender services relating to education loans.
- Prohibits employees of the financial aid office who may serve on an advisory board relating to education loans established by a lender or group of lenders from receiving anything of value from the lender(s) in connection with serving on such advisory board (or committee or group).
- Prohibits external lenders' employees, representatives, or agents from providing staffing services to the financial aid office.
- Prohibits external lenders' employee's representatives, or agents from identifying themselves to students of the College or their parents as employees, representatives or agents of the financial aid office.
- Does not assign for any borrower, through award packaging or other methods, a loan to a particular lender, and does not refuse to certify or delay certification of any loan based on the borrower's selection of a particular lender or guaranty agency.
- Does not offer any lenders' loan program where any form of revenue sharing is involved, also referred to by several attorneys general as "Opportunity Loans."

Print copies are available from the Financial Aid office – MS 6-5, PO Box 98000, Des Moines, WA 98198-9800.