

Financial aid administrators shall:

Advocate for students

Remain aware of issues affecting students and continually advocate for their interests at the institutional, state and federal levels.

Support federal, state and institutional efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.

Manifest the highest level of integrity

Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.

Deal with others honestly and fairly, abiding by our commitments and always acting in a manner that merits the trust and confidence others have placed in us.

Protect the privacy of individual student financial records.

Provide our students and parents with the information they need to make good decisions about attending and paying for college.

Educate students and families through quality information that is consumer-tested when possible. This includes (but is not limited to) transparency and full disclosure on award notices.

Ensure equity by applying all need-analysis formulas consistently across the institution's full population of student financial aid applicants.

Inform institutions, students, and parents of any changes in financial aid programs that could affect their student aid eligibility.

Protect the privacy of financial aid applicants

Ensure that student and parent private information provided to the financial aid office by financial aid applicants is protected in accordance with all state and federal statutes and regulations, including FERPA and the Higher Education Act, Section 483(a)(3)(E) (20 U.S.C. 1090).

Protect the information on the FAFSA from inappropriate use by ensuring that this information is only used for the application, award, and administration of aid awarded under Title IV of the Higher Education Act, state aid, or aid awarded by eligible institutions.