

## **Code of Conduct**

**The Roger Williams University financial aid office has adopted the following NASFAA Education Statements of Ethical Principles and Codes of Conduct to ensure the highest ethical behavior and professional practices.**

### **NASFAA STATEMENT OF ETHICAL PRINCIPLES**

The financial aid office of Roger Williams University follows NASFAA's Statement of Ethical Principles, which provides that the primary goal of the institutional financial aid professional is to help students achieve their educational potential by providing appropriate financial resources. To this end, this Statement provides that the financial aid professional shall:

1. Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
2. Make every effort to assist students with financial need.
3. Be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels.
4. Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
5. Educate students and families through quality consumer information.
6. Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
7. Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
8. Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
9. Recognize the need for professional development and continuing education opportunities.
10. Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
11. Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
12. Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

### **NASFAA CODE OF CONDUCT FOR INSTITUTIONAL FINANCIAL AID PROFESSIONALS**

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

1. Refrain from taking any action for his or her personal benefit.
2. 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.

3. Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
4. Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
5. 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.
6. Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

How does Roger Williams University's Financial Aid Office choose preferred lenders?

The Preferred Lender list is reviewed on an annual basis in the fall prior to Financial Aid Award Letters being sent to students for the next academic year. The Financial Aid staff (FAS) meets with and reviews information from a broad range of lenders located in and outside the New England area. Once the FSAS has met retrieved information from the lenders Roger Williams University FAS compares lenders based on the following two criteria

1. Service to borrowers
2. Borrower Benefits

As a result FAS picks the top four lenders that have the best customer service and benefits for our borrowers. Roger Williams University has a list of the four lenders to help assist our students and parents in their search of the best lender for their circumstances. RWU does not receive payment or benefits from the lenders on our preferred lender list. Our Preferred Lender List is a suggestion only and we will work with any lender at our students' or parents' request.