

## **CODE OF CONDUCT AND STATEMENT OF ETHICAL PRINCIPLES**

The staff of the Office of Student Financial Aid at the University of North Carolina School of the Arts is committed to the highest standards of professional conduct.

As financial aid professionals we will always maintain exemplary standards of professional conduct in all aspects of carrying out job 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, we are bound by the following:

- We will not take any action for personal benefit nor any action that we believe to be contrary to law, regulation, or the best interests of the students and families we serve.
- We will ensure that the information provided is accurate, unbiased, and does not reflect any preference arising from actual or potential gain.
- We will remain objective in making decisions and advising the administration of UNCOSA regarding a relationship with any entity involved in any aspect of student financial aid.
- We will refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a government 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 board or as part of a training activity sponsored by any entity.
- We will disclose to the administration of UNCOSA any involvement with or interest in any entity involved in any aspect of student financial aid.

In addition, we agree to be dedicated to the following ethical principles:

- Being committed to removing financial barriers for those who wish to pursue postsecondary learning, and make every effort to assist students with financial need.
- Endeavoring to be aware of the issues affecting students and advocate for their interests at the institutional, state, and federal levels.
- Supporting efforts to encourage students to aspire to and plan for education beyond high school.
- Educating students and families through quality consumer information.
- Respecting the dignity and protect the privacy of students and ensure the confidentiality of student records and personal circumstances.
- Ensuring equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
- Providing services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- Recognizing the need for professional development and continuing education opportunities.
- Promoting the free expression of ideas and opinions and foster respect for diverse viewpoints within the profession.
- Being committed to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.

**This Code of Conduct and Statement of Ethical Principles reflects the commitment of the UNCOSA Office of Student Financial Aid to conduct financial aid practices with integrity, free from conflicts of interest, in the best interests of students and families, and in compliance with applicable rules and regulations.**