

UVM's Statement of Ethical Operating Principles:

- 1) Make every effort to assist students with financial need.
- 2) Educate students and families through quality consumer information.
- 3) Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
- 4) Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age or economic status.
- 5) Recognize the need for professional development and continuing education opportunities.
- 6) Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
- 7) Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.

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 interest 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.

Adopted by the board of directors, May 2007