

## **CODE OF CONDUCT FOR KNOX COUNTY CAREER CENTER FINANCIAL AID PROFESSIONALS**

The Knox County Career Center office of financial aid is committed to the highest standards of professional conduct. The financial aid professional is expected to maintain exemplary standards for 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:

- Refrain from taking any action for his or her personal benefit.
- 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.
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preferences arising from actual or potential gain.
- Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of high 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 any expenses) for serving on an advisory body or as a part of a training activity of or sponsored by any such entity.
- 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.

*Adapted from National Association of Financial Aid Administrator's (NASFAA) Professional Code of Conduct.*