

Student Financial Aid Office Statement of Conduct

HCC Student Financial Aid Statement of Conduct is adopted from the National Association of Student financial Aid Administrator's Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals.

Students and parents of students attending HCC should have the utmost confidence in the ethics of the college and their student lending practices. HCC's Student Financial Aid Office staff is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including dealing with any entities involved in any manner of Student Financial Aid.

- Refrain from taking any action for personal benefit. This includes the individual, or a member of their family, never accepting cash payments, stocks, club memberships, gifts, entertainment, expense-paid trips or other forms of inappropriate remuneration from any business entity involved in any aspect of student financial aid (excluding HCC or the U.S. Department of Education)
- Refrain from taking an action he or she believes contrary to law, regulation, or the best interest of the students and parents whom he or she serves.
- Ensure that the information he or she provides is accurate, unbiased and does not reflect any preference arising from actual or potential personal 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 (\$10) from any entity (other than HCC or the U.S. Department of Education) involved in making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement or expenses) for serving on an advisory body or as part of training activity of or sponsored by any such entity.
- Disclose any involvement with or interest in any entity involved in any aspect of financial aid.