

# GEORGIA MILITARY COLLEGE CODE OF CONDUCT FINANCIAL AID PERSONNEL

As representatives of Georgia Military College, it is vital that all financial aid employees at all GMC campuses maintain the trust of current and future students as well as their parents and the public in general. To fulfill that obligation it is vital that this office and the staff employed in any financial aid capacity conduct themselves in a manner consistent with the highest ethical standards.

In carrying out the official duties and obligations each of us must work for the public good and avoid even the appearance that our actions are motivated by private or personal interest. We must use our authority to further the public interest and not for any financial or other personal benefit beyond the salary compensation and employer-provided benefits we are entitled to receive.

All financial aid staff members must safeguard their ability to make objective, fair, and impartial decisions and therefore should not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision or to reward a past decision.

All financial aid staff members must avoid any conduct, whether in the context of business, financial, or social relationships, which might undermine the public trust, whether that conduct is unethical or presents the appearance of ethical impropriety.

To ensure that financial aid staff members uphold the highest standards of conduct the following activities are prohibited. This is not intended to be an all inclusive list and should be considered guidelines which reflect inappropriate activities which should not be undertaken. Activities which are not listed but are unethical or appear to be unethical are also prohibited.

- No financial aid staff member will accept personal gifts from a student, parent or vendor of more than minimal value. Such gifts may be construed as an attempt to curry favor and are not appropriate.
- No financial aid staff member will accept travel expenses paid by a student, parent or vendor. It is acceptable for a staff member to accept travel expenses from professional associations when they are serving in an official capacity of that professional association. These professional organizations include but are not limited to GASFAA, SASFAA, or NASFAA. These payments must be provided directly from the organization and not from a vendor or sponsor.
- No financial aid staff member will cause the advancement, employment, promotion, or transfer of a family member to a financial aid position within GMC. Staff members are prohibited from awarding financial aid funds to themselves or any immediate family members and are also prohibited from processing loans for themselves or an immediate family member. When these situations arise it is each employee's responsibility to request that their supervisor handle these awarding and processing duties.
- No financial aid staff member will lobby any governmental official, local, state or federal, in an attempt to influence legislative activity on behalf of Georgia Military College, without permission from the President of Georgia Military College. It is appropriate for staff members to respond to requests for professional opinions, comments on proposed changes to legislation, or reviews of procedural issues as long as these requests are initiated by government officials or if they are submitted through advisory boards, professional organization or standing professional committees.
- No financial aid staff member will make personal long distance calls charged to an office telephone. Personal calls should be short and must not interfere with an employee's duties.

- No financial aid staff member will use computers or internet access to violate copyright protection or other laws, to access inappropriate material or for other improper purposes.
- No financial aid staff member will sign a contract or participate in any arrangement with any lender or service provider in exchange for revenue sharing or other funds paid to them or Georgia Military College. These prohibited contracts include arrangements for preferred lender listing, guiding students to select particular lenders or to provide call center or financial aid office services.
- No financial aid staff member will sign a contract with any private loan lender in exchange for concessions on Title IV loans.
- No financial aid staff member will assign a lender to a first time borrower or delay certification of a loan.
- Every financial aid staff member will provide equal access to all students and parents to the financial aid services and the financial aid programs which they are eligible to receive.