

## UNIVERSITY OF LOUISIANA SYSTEM COLLEGE LOAN CODE OF CONDUCT

This code is established to formalize and standardize best practices across the University of Louisiana System in providing optimum educational loans and loan consolidations to our students and their parents.

1. All financial aid personnel will receive training in the Louisiana Code of Ethics for State Employees and will yearly sign certification of no conflict of interest.
2. University employees will not accept anything from lenders/guarantors doing business with or anticipating doing business with the university other than promotional items of nominal value or food and beverages consumed in the presence of a lender/guarantor. This prohibition, as in the Code of Ethics, extends to trips paid for by lenders/guarantors.
3. University employees are prohibited from receiving any thing of value, including trips, for serving on the advisory board of loan institution.
4. Lender lists, if provided, must be based solely upon the best interest of the students and parents.
5. Universities will not receive any financial benefits in exchange for giving lenders or guarantors a competitive advantage or preferential treatment. Universities will not accept financial benefits from a lender or guarantor in return for being placed on a school's lender list.
6. Universities must clearly disclose the criteria and process used to select lenders for any lender list provided to students and parents. Students and parents must be clearly told that they may select the lender of their choice regardless of the list.
7. All lenders on the Lender List must disclose any agreement or intention to sell loans to another lender. No lender may obtain placement on the Lender List for a certain type of loan by providing incentives to the university regarding another type of loan.
8. When using call centers, no employee of a lender may identify himself as an employee of the university. No lender employees may work in or provide staffing to a university financial aid office.
9. Universities must assure that any affinity agreements between affiliated organizations and lenders, loan consolidators, guarantors, etc., must be fully disclosed to alumni. This disclosure should include the fact of list-sharing, and any benefits received by the affiliated organization.