

Metro Technology Centers Financial Aid Department Employee Title IV Loan Code of Conduct

The educational administrators, employees and stakeholders, of Metro Technology Centers believe that our professional behavior must conform to an ethical code. Therefore Metro Technology Centers has established a Code of Ethics for the educational administrators, employees and stakeholders of the District. In addition, the following Title IV Loan Code of Conduct has been established, and is applicable to all financial aid staff, officers, employees and agents of the institution.

1. We do not participate in revenue-sharing arrangements with any student loan lender.
2. We do not steer any borrowers to particular lenders.
3. We do not delay loan certifications for any lender.
4. We do not offer funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of Federal Student Aid Loans, a specified loan volume, or a preferred lender arrangement.
5. Employees of the financial aid office will not accept gifts from lenders, guaranty agencies or loan servicers.
6. We do not accept compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.
7. We do not accept compensation for service on any advisory board, commission, or group established by lenders or guarantors, except for the reimbursement for reasonable expenses.
8. We will not request or accept, from any lender, financial aid or call center staffing assistance, except that a lender may provide staffing services on a short-term, nonrecurring basis to assist the institution with financial aid-related functions during emergency situation or for office staff professional development or for providing educational counseling, financial literacy, or debt management materials to borrowers (as long as such materials identify that the lender assisted in preparing the materials).