
Document title: **STUDENT FINANCIAL AID CODE OF CONDUCT**

Approval date: **June 2017**

Purpose of document: Disclosing information on the Student Financial Aid Code of Conduct

Office/department responsible: Office of Student Financial Affairs and Scholarships

Approved by: Brian MacDougall - Executive VP for Administration & Finance

Document classification level: **PUBLIC**

Document accessible: <http://www.aucegypt.edu/about/university-policies>

Document includes: **Policy**

Related documents/see also:

STUDENT FINANCIAL AID CODE OF CONDUCT

Policy Statement

AUC is committed to the development and implementation of Student Financial Aid code of conduct policy which supports compliance with federal, state and university regulations.

Reason for Policy/Purpose

To establish federal financial aid code of conduct policies that prohibit an employee of the University who is employed in the federal financial aid office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loan to accept any fees, payment or gifts, etc. from any lender of affiliate. This policy is to ensure compliance with federal, state and university regulations related to federal financial aid.

Who Approved This Policy

Brian MacDougall –
Executive VP for Administration & Finance
June 2017

Who Needs to Know This Policy

Any AUC employee or agent who has responsibilities with respect to U.S. students' federal loans and must comply with the student financial aid code of conduct.

Web Address for this Policy

<http://www.aucegypt.edu/about/university-policies>

Contacts

Responsible University Official: Magda Fayek

Responsible University Office: Student Financial Affairs and Scholarships

If you have any questions on the policy or procedure for the Student Financial Aid Code of Conduct, you may:

1. Call Magda Fayek at New Campus at 2615 4741 OR
2. Send an e-mail to magdafayek@aucegypt.edu

Definitions

Term (alphabetical order)	Definition as it relates to this policy

Policy/Procedures

STUDENT FINANCIAL AID CODE OF CONDUCT

As a participating institution in the administration of Federal financial aid, the American University in Cairo has a Financial Aid Code that is compliant with federal law.

Any AUC employee or agent who has responsibilities with respect to U.S. students' federal loans must comply with this code of conduct.

1. Neither AUC as an institution nor any individual employee or agent of the University shall enter into any revenue-sharing arrangements with any lender. A revenue-sharing arrangement means an arrangement between the University and a lender under which the lender provides or issues loans to students attending the University or to the families of such students; and the University recommends the lender or the loan products of the lender and in exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to the University or its agent.
2. No employee of the University who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term "gift means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimums amount.

3. An employee of the University who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.
4. The University shall not: for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.
5. The AUC shall not request or accept from any lender any offer of funds to be used for private education loans (non-Title IV loans), including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with:
 - specific number of loans made, insured, or guaranteed under Title IV,
 - a specified loan volume of such loans,
 - a preferred lender arrangement for such loans.
6. The AUC shall not request or accept from any lender any assistance with the call center staffing or financial aid office staffing.
7. Any employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

Forms/Instructions

Related Information

Appendices (optional)

History/Revision Dates

Origination Date: April, 2017

Last Amended Date: April, 2017

Next Review Date: June, 2018