



## UPMC SCHOOLS OF NURSING POLICY

**SUBJECT: Financial Aid Code of Conduct**

**DATE: May 10, 2019**

**INDEX TITLE: Student Financial Aid**

### **I. POLICY:**

It is the policy of UPMC Schools of Nursing (SON) to enforce respectable procedure, management and behavior as it pertains to financial aid.

### **II. PURPOSE:**

The purpose of the Financial Aid Code of Conduct Policy is to prevent and prohibit the misuse of funding and misguidance of funding application.

### **III. SCOPE:**

This policy applies to all officers, employees, and agents of each school within the UPMC SON.

### **IV. REFERENCES AND GUIDELINES:**

The UPMC SON enforces bans on:

1. Revenue-sharing arrangements with any lender,
2. Steering borrowers to particular lenders or delaying loan certifications, and
3. Offers of funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of FSA loans, a specific loan volume, or a preferred lender arrangement.

The UPMC SON prohibits employees of financial aid from receiving gifts from lenders, guaranty agencies or loan servicers. The UPMC SON also prohibits financial aid office staff and other school agents with respect to education loans, from accepting compensation for:

1. Any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans; and
2. Service on an advisory board, commission or group established by lenders or guarantors, except for reimbursement for reasonable expenses.

For further detailed clarification on Financial Aid Code of Conduct, the following guidelines should be referenced:

1. US Department of Education Student Financial Aid Handbook
2. Code of Federal Regulations

**Originated:** 05/10/19

**Reviewed/Revised:** 05/10/19; 04/23/20; 03/12/21; 03/29/23

**Effective Date:** 05/10/19

**Signature:**

**Date:**

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*Executive Director, UPMC Schools of Nursing*

**Signature:**

**Date:**

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*Associate Executive Director, UPMC Schools of Nursing*