

Tennessee State University Code of Conduct as Applicable to the Office of Student Financial Aid and Scholarships

Tennessee State University prohibits conflicts of interest with the responsibilities of employees or agents of the University. We adhere to the professional standards set forth by the [National Association of Student Financial Aid Administrators](#) (NASFAA).

1. No action will be taken by financial aid staff that is for their personal benefit or could be perceived to be a conflict of interest.
 - a. Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
 - b. No amount of cash, gift, or benefit in excess of a de minimis (too trivial or minor to merit consideration) amount shall be solicited or accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
 - c. If a lender list is provided for private loans, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate.
 - d. A borrower's choice of a lender for private loans will not be denied, impeded, or unnecessarily delayed by the institution, even if that lender is not included on the institution's lender list.
2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
3. Institutional award notifications and/or other institutionally provided materials shall include the following:
 - a. Clearly defined information for each award, indicating type of aid, i.e. gift aid (grant, scholarship), work, or loan.
 - b. Standard terminology and definitions of award types.
 - c. The standard shopping sheet for comparative analysis.
4. All required consumer information is displayed in a prominent location on the institutional web site(s) and is easily identified, found, and labeled as "Consumer Information."
5. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.