



**Ethical Practices in Financial Aid
CU-EM-57**

GENERAL

Concord University is committed to maintaining the highest ethical standards and practices in student financial aid administration consistent with its values, including honesty, integrity, and transparency.

Concord is a member in good standing of the West Virginia Association of Financial Aid Administrators (WVASFAA) which is the leading organization committed to enhancing professionalism in financial aid in the state.

PURPOSE

This policy has been enacted to provide guidance to university faculty and staff, particularly Financial Aid personnel, of the expectation for ethical conduct in financial aid.

SCOPE

This policy is applicable to all faculty, staff, and administrators who participate in the financial aid administration and award processes.

POLICY

It is the policy of Concord University to maintain the highest ethical standards and practices for University Financial Aid by adhering to the NAFSAA Code of Conduct and Statement of Ethical Principles.

NAFSAA Code of Conduct URL:

<https://www.nasfaa.org/uploads/documents/ektron/2165f305-025c-498f-9166-65d45bcf494b/18e81926ccdb4e9a9eefedec93bb1fd25.pdf>

NAFSAA Statement of Ethical Principles URL:

<https://www.nasfaa.org/uploads/documents/ektron/2165f305-025c-498f-9166-65d45bcf494b/18e81926ccdb4e9a9eefedec93bb1fd25.pdf>

RESPONSIBILITY FOR IMPLEMENTATION

It is the responsibility of the Chief Enrollment Officer, in conjunction with the Institutional Integrity and Ethics Officer, to implement this policy.

PROCEDURE

The Chief Enrollment Officer will have divisional staff read and sign a copy of the then current NASFAA documents on an annual basis affirming understanding of the content and expectation for compliance.

The Institutional Integrity and Ethics Officer will communicate the policy expectation to faculty, staff, and administrators on a periodic basis.

The NASFAA forms may be found in the Forms section of the HR website.

AUTHORITY FOR INTERPRETATION

The final authority for interpretation of this policy rests with the President or designee.

APPROVAL

<u>Intent to Plan Approved by Concord University Board of Governors:</u>	June 06, 2017
<u>Policy Approved by the Board:</u>	July 18, 2017
<u>Effective Date:</u>	July 18, 2017
<u>Affirmed by WVHEPC:</u>	