

Code of Conduct for Processing Student Loan Applications

Williams Baptist College has participated with the William D. Ford Federal Stafford Direct Loan Program since 1995. Since our students only use Federal Direct Loans, the College does not use lending institutions or have a need for a preferred lenders list. The College does, upon student request, certify student eligibility for private alternative loans. Since these loans use various lending institutions, the College is publishing the following Code of Conduct for Processing Student Loans to ensure that its employees avoid the perception of a conflict of interest in connection with their responsibilities related to providing and administering student loans.

1. Williams does not enter into a revenue-sharing arrangement with any lender.
2. No Williams employee in the financial aid office, or who otherwise has responsibilities with respect to education loans, will solicit or accept any gift or anything of other than nominal value from a lender, guarantor, or servicer of education loans. Certain items provided or contributed by lenders are not considered gifts, such as training materials and informational flyers. “Nominal value” means a total retail value of not more than ten dollars (\$10.00) as calculated over a 12-month period.
3. No Williams employee in the financial aid office, or who otherwise has responsibilities with respect to education loans, will accept from any lender any fee, payment or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to a lender.
4. Williams will not select, assign or refer a student 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. Williams will not request or accept from any lender any offer of funds to be used for private education loans to students in exchange for the campus providing concessions or promises to the lender.
6. Williams does not request or accept from any lender assistance with call center staffing or financial aid office staffing.
7. No Williams employee in the financial aid office, or who otherwise has responsibilities with respect to education loans, and who serves on an advisory board, commission, or group established by a lender or guarantor, will receive anything of value for such service.

Signature

Date