

Code of Conduct

Eastern Mennonite University does not have a preferential lending relationship with any student loan provider. The EMU Financial Assistance Office will process a private loan with any lender requested by the student.

- No staff member shall accept any gift worth more than \$10 from a representative of a student loan provider. The Department of Education has defined "gift" as:
- "Any gratuity, favor, discount, entertainment, hospitality, loan or other item valued at more than a de minimums amount."
- "The term includes services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or by reimbursement."
- Staff can participate in meals, refreshments, and receptions in conjunction with professional association meetings, trainings, or conference events open to all attendees.
- Staff will place all unsolicited marketing materials (such as pens, pads and markers) received from lenders in the reception area for the use of students and parents.
- Office visits by representatives of major lenders are normally limited to once a quarter.
- Staff members are free to pursue part-time employment outside of their scheduled work day. However, any staff member who is approached by a lender with an offer for supplemental employment will provide full written details to his/her supervisor. Staff members **can not** accept supplemental employment with lenders that creates any potential "conflict of interest" with the operations of the Office of Scholarships and Financial Aid.
- Staff members shall not accept **any** remuneration **or** expense-reimbursement for serving as a member of a lender's advisory board. Service on a lender's advisory board **MUST** be approved by a supervisor; Staff may participate on advisory boards that are unrelated in any way to higher education loans.
- Eastern Mennonite University does not have a revenue-sharing arrangement with any student loan provider. These agreements are prohibited.

- Lender account representatives are not permitted to work within the EMU Financial Assistance Office or to pass themselves off as employees of the University.

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