## **Code of Conduct for Education Loans**

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a Code of Conduct. The code defines and prohibits conflicts of interest for financial aid personnel. All of our financial aid officers, who have responsibilities with respect to student educational loans, are bound by and must comply with this Code of Conduct. Trenz Beauty Academy endorses and adopts and hereby requires adherence by its financial aid officers to this Code of Conduct.

## **Our Financial Aid Code of Conduct**

The staff of Trenz Beauty Academy are committed to the highest standards of professional conduct and are expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner of student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. Our staff will refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents that he or she serves. The financial aid staff's number one priority is to serve and act in the best interest of Trenz Beauty Academy's students. In pursuing this goal, employees and agents must remain cognizant of all federal and state regulations and institutional policies and remain in compliance with such regulations and policies, without limitation. The Code of Conduct also confirms that Trenz Beauty Academy does not have preferred lender arrangements of any kind or a preferred lender list.

## Our financial aid officers will:

1. Not enter into any revenue sharing arrangements with any lender or agency.

2. Refrain from taking any action for his or her personal benefit. They shall not solicit, accept or receive any remuneration or gift from any lender, guarantor, servicer or agency.

3. Not serve in a consulting/contracting capacity for any lender, guarantor, servicer or agency that directly relates to student financial aid.

4. Be prohibited from assigning a first-time student-borrower's loan to a particular lender, guarantor, servicer or agency.

5. Be required to certify, without delay, any loan regardless of the lender, guarantor, servicer or agency that a student-borrower selects.

6. Not request or accept any agreement or offer of funds for private loans

7. Not accept assistance with call center or financial aid office staffing from any lender, guarantor, servicer or agency.

8. Not serve on any advisory board for any lender, guarantor, servicer or agency that directly relates to student financial aid