

## **07.02.99.C0.01 Ethics Training for Staff Involved in Financial Assistance**



Approved: September 24, 2012  
Revised: August 29, 2016  
Next Scheduled Review: August 29, 2021

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### **Procedure Statement**

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Texas A&M University System Policy 07.02 Texas Higher Education Fair Lending Practices requires member universities to adopt procedures to avoid conflicts of interest in the conduct of financial aid programs. This includes annual training concerning Texas Higher Education Fair Lending Practices and Texas ethics laws relating to state employment.

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### **Reason for Procedure**

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This procedure addresses the required training and code of conduct for the Office of Student Financial Assistance.

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### **Procedures and Responsibilities**

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#### **1. GENERAL**

To address the requirement of System Policy 07.02 Texas Higher Education Fair Lending Practices, Texas A&M University – Corpus Christi requires all employees of the university involved in financial aid programs to have annual training that focuses on ethical practice in financial aid and instructs the employee in the specifics of the System policies 07.01 Ethics and 07.02 Texas Higher Education Fair Lending Practices.

#### **2. CODE OF CONDUCT**

2.1 Texas A&M University – Corpus Christi and the Office of Student Financial Assistance are committed to conducting business in an ethical manner and with the highest level of integrity. To this end, our office adheres to the System policies 07.01 Ethics and 07.02 Texas Higher Education Fair Lending Practices. In addition, as a member of the National Association of Student Financial Aid Administrators (NASFAA), the office complies with their

Statement of Ethical Principles and Code of Conduct. As part of our commitment, all employees of the Office of Student Financial Assistance receive training on an annual basis with regard to the code of conduct.

- 2.2 Failure to adhere to these standards may result in university disciplinary action up to and including termination.

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## **Related Statutes, Policies or Requirements**

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NASFAA [Code of Conduct](#)

NASFAA [Statement of Ethical Principles](#)

System Policy [07.01 Ethics](#)

System Policy [07.02 Texas Higher Education Fair Lending Practices](#)

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## **Contact Office**

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Contact for interpretation and clarification: Office of Student Financial Assistance  
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