



Winston-Salem State University Office of Scholarships and Financial Aid Code of Conduct and Statement of Ethical Principles

The Winston-Salem State University Office of Scholarships and Financial Aid is committed to the highest standards of professional conduct. As members of the National Association of Student Financial Aid Administrators (NASFAA), we adhere to their Code of Conduct and statement of Ethical Principles: https://www.nasfaa.org/Statement_of_Ethical_Principles

As a financial aid professional, I, _____, will always maintain exemplary standards of professional conduct in all aspects of carrying my job responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, I am bound by the following:

- I will refrain from taking any action for my personal benefit.
- I will refrain from taking any action that I believe to be contrary to law, regulation, or the best interests of the students and parents we serve.
- I ensure that the information I provide is accurate, unbiased, and does not reflect any preference arising from actual or potential gain.
- I will remain objective in making decisions and advising the administration of Winston-Salem State University regarding relationships with any entity involved in any aspect of student financial aid.
- I will refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a government entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory board or as part of a training activity or of sponsored by any entity.
- I will disclose to the administration of Winston-Salem State University any involvement with or interest in any entity involved in any aspect of student financial aid.

In addition, I agree to be dedicated to the following ethical principles:

- I will be committed to removing financial barriers for those who wish to pursue postsecondary learning.
- I will make every effort to assist students with financial need.
- I will be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels.
- I will support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
- I will educate students and families through quality consumer information.
- I will respect the dignity and protect the privacy of students and ensure the confidentiality of student records and personal circumstances.
- I will ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
- I will provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- I will recognize the need for professional development and continuing education opportunities.
- I will promote the free expression of ideas and opinions and foster respect for diverse viewpoints within the profession.
- I will commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
- I will maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

In order to comply with UNC General Administration Requirements, please specify below whether or not you have family members who are currently attending Winston-Salem State University.

- I do not have family members currently attending Winston-Salem State University.
- I do have family members currently attending Winston-Salem State University. See below.

Student's Full Name	Relationship

As a staff member of the Office of Scholarships and Financial Aid, I understand that:

- I am prohibited from awarding or disbursing myself financial aid.
- I am prohibited from awarding or disbursing another Financial Aid staff member's financial aid. Staff members must be awarded via the system or by the Director or Senior Associate Director of Financial Aid.

This Code of Conduct and Statement of Ethical Principles reflects the Winston-Salem State Office of Scholarships and Financial Aid commitment to conduct financial aid practices with integrity, free from conflicts of interest, in the interest of students and parents, and in compliance with applicable rules and regulations. As an employee of the Winston Salem Office of Scholarships and Financial Aid, I will abide by this code as well as the Mission of Winston-Salem State University. My signature indicates that I have disclosed any information about students that I have a personal relationship with and that I have made no attempts to provide funds in excess of applicable rules and regulations.

Signature _____

Date _____