



Code of Conduct

VanderCook College of Music Financial Aid Office

Staff of the Financial Aid Office will:

- Refrain from taking any action for personal benefit.
- Refrain from taking any action that is contrary to law, regulations, or the best interests of the students and parents we serve.
- Ensure that information is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from soliciting or accepting anything of other than nominal value from any entity involved in the making, holding, consolidating, or processing of any student loans, including anything of value for serving on an advisory body or as part of a training activity.
- Disclose to the institution any involvement with or interest in any entity involved in any aspect of student financial aid.
- Inform students and their parents that they may select any lender of their choosing.
- Promptly certify any loan from any lender selected by a borrower.
- Keep the best interests of students and parents in mind when including any lenders in Great Lakes products

February 3, 2009