

Financial Aid Office  
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Campus Center – South Portland



## SMCC Financial Aid Staff Code of Conduct

Staff members in the SMCC Financial Aid Office are bound to act in compliance with both Maine Community College System and SMCC's policies and procedures. Additionally, as a member of the National Association of Student Financial Aid Administrators (NASFAA), SMCC Financial Aid Office Staff adhere to the Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals.

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 minimus 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.

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 cannot accept supplemental employment with lenders that creates any potential "conflict of interest" with the operations of the SMCC Financial Aid Office.

Staff members shall not accept **any** remuneration or expense-reimbursement for serving as a member of a lender's advisory board.

All staff members in the SMCC Financial Aid Office will disclose to his or her immediate supervisor if an assigned task could create a perceived or real "conflict of interest" in the eyes of the public.

Staff who knowingly fail to follow these guidelines will be subject to disciplinary action.

SMCC issues federal Stafford and PLUS loans through the Department of Education's William D. Ford Direct Loan program only. Therefore, SMCC does not have a "preferred lender list." In addition, SMCC 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 Financial Aid Office or to pass themselves off as employees of SMCC.

February, 2019