

**CENTRAL CHRISTIAN COLLEGE OF THE BIBLE**  
**Financial Aid Code of Conduct**

Central Christian College of the Bible's Financial Aid Office endeavors to provide excellent service to the student body to ensure they will receive the maximum allowable amount of federal, state, institutional, as well as other organizational aid allowed by law.

In compliance with the Secretary of Education's request and to be in compliance with recent regulatory changes, the following is Central Christian College's Financial Aid Office "Code of Conduct."

1. The Financial Aid Office of Central Christian College will never "assign" a lender to a student who is a first-time borrower. Additionally, the Financial Aid Office (FAO) will not coach, tell, or suggest to a borrower one lender over another. This is the responsibility of each borrower to determine who their lender will be.
2. Certification of all loans will be done in a timely manner. All loans will have equal status. The order of certification will be determined by the date the loan was requested and documentation was completed. It should be noted, however, that if a loan certification is done by a paper certification and mailed to the lender, a paper check may be slower in getting back to the borrower through no fault of the College.
3. As part of the Department of Ed guidelines, Central has chosen to give to students, upon request, a listing of participating private student loan lenders that have been used by Central students during the last three years. Students may choose to use one of these lenders or may choose a different lender who participates in a student loan program. No employee of the FAO or Central Christian College will influence a student's decision regarding choosing one lender over another and make it very clear that they are not bound by the choices provided for them on the list.
4. Central does not have a preferred lender list nor does it have made any agreements with any lender for any type of service in exchange for special consideration. No employee of Central Christian College will request or accept any payment or benefit of any kind from a lender in exchange for being included on any kind of a Private Lender List, or in exchange for the College's recommending the lender to its students or parents.
5. At no time will lenders who make loans to students or their parents identify themselves as employees of the College or will any college personnel identify the lenders as employees of the College. The institution will not, at any time, contract with a lender to provide compensation to the College or its staff. Additionally, the College will not request or accept assistance from a lender for a call center or Financial Aid Office staffing.

6. Central's employees are forbidden to accept anything of more than nominal value from a lender, servicer, or guaranty agency. Also, as indicated by the Department of Education, novelty gifts, pads of paper, pens, pencils, etc., of value of less than \$10 may be accepted as a token of appreciation as long as acceptance of token is not in exchange for placement on a Preferred Lender List or special treatment by the Financial Aid Office. This ban on gifting is extended to the family members and others with relationships to college employees and officers. Such gifts would be considered gifts to said employees if they know about the gift and believe the gift was based on the position of the employee or officer.
7. If an employee of Central Christian College serves on a lender or guarantor advisory board, payment may not be made for their service except that reasonable expenses, such as travel/mileage, lodgings, or meals in order to serve on the board. No other reimbursement will be accepted. At no time will a college officer or employee with responsibilities with respect to educational loans or financial aid be allowed to receive financial benefit from a lender or lender affiliate as compensation for any consulting services provided to or for a lender.
8. Before the certification of any private loan, Central's Financial Aid Office will inform students or parents of the option and benefits, including lower costs, to borrow Title IV funds prior to recommending a private education loan. A self-certification form, as required by law, will be given to each student to complete and kept in a student's file to ensure compliance.
9. Central will not request or receive an offer of funds from a lender for private education loans including funds for opportunity pool loans to its students in exchange for concessions or promises to the lender.
10. The personnel of Central's Financial Aid Office are expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities. In addition, the Financial Aid Office will refrain from taking any action perceived to be contrary to law, regulation, or the best interest of the students and parents.

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