

# TRI-STATE COSMETOLOGY INSTITUTE, INC.

## Financial Aid Office Code of Conduct

Financial aid professionals at Tri-State Cosmetology Institute, Inc. are expected to always maintain exemplary standards of professional conduct in all aspects of carrying out their 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, the Financial Aid Office at Tri-State Cosmetology is bound by the following:

- Refrain from taking any action for our personal benefit.
- Refrain from taking any action that we believe is contrary to law, regulation, or the best interests of the students and parents that we serve.
- Ensure that the information we provide is accurate, unbiased, and does not reflect any preference arising from actual or potential gain.
- Remain objective in making decisions and advising the management of Tri-State Cosmetology regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from soliciting or accepting anything other than of nominal value from any entity involved in the making, holding, consolidating, and/or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on any advisory board or as part of a training activity of or sponsored by any such entity.
- Disclose to the management of Tri-State Cosmetology any involvement with or interest in any entity involved in any aspect of student financial aid.