



Financial Aid

Code of Conduct for Educational Loans

The Higher Education Opportunity Act requires institutions of higher education participating in the administration of educational loan programs to develop and publish a Code of Conduct. Any Pittsburgh Career Institute (PCI) administrator, employee, or agent who has responsibilities with respect to student educational loans is required to comply with this Code of Conduct as outlined below.

- PCI shall not enter into any revenue-sharing arrangement with any lender.
- PCI employees employed in the Financial Aid Office, or who otherwise has responsibilities with respect to education loans, shall refrain from taking any action for his or her personal benefit. This includes any lender fee, payment or other financial benefit such as purchasing stock.
- PCI employees employed in the Financial Aid Office, or who otherwise has responsibilities with respect to education loans, shall refrain from soliciting or accepting anything other than nominal (not more than \$10) value from any lender, guarantor, or services of education loans. PCI employees who serves on an advisory board, commission, or group established by a lender, guarantor, or group on lenders or guarantors, shall refrain from soliciting or accepting gifts other than reimbursement for reasonable expenses incurred in serving on such advisory board, commission, or group.
- PCI employees employed in the Financial Aid Office, or who otherwise has responsibilities with respect to education loans, shall refrain from taking any action he or she believes in contrary to law, regulation, or the best interests of the students and parents he or she serves. This applies to PCI, local, state, and federal requirements that are applicable to his or her conduct or job performance.
- PCI employees employed in the Financial Aid Office, or who otherwise has responsibilities with respect to education loans, shall ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain. Employees will ensure that students and their parents understand they are free to select the lender of their choice, and understand the process for selecting a lender and applying for a loan.
- PCI employees employed in the Financial Aid Office, or who otherwise has responsibilities with respect to education loans, shall be objective in making decisions and advising his or her institute regarding relationship with any entity involved in any aspect of student financial aid.
- PCI employees employed in the Financial Aid Office, or who otherwise has responsibilities with respect to education loans, shall disclose to PCI, in accordance with PCI's Conflict of Interest policy, any involvement with or interest in any entity involved in any aspect of student financial aid.

In addition to the items above, as a member of the National Association of Student Financial Aid Administrators (NASFAA), PCI also follows the standards established in [NASFAA's Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals](#).