

## COLORADO HEIGHTS UNIVERSITY

### Financial Aid Code of Conduct

Colorado Heights University is committed to providing the best possible customer service to our students and their families. Financial Aid office will make every effort to assist students and parents to remove financial barriers and provide sound and impartial advice.

Colorado Heights University shall abide by this Code of Conduct in its relationships with lenders, guarantors and servicers of education loans.

1. Colorado Heights University as an institution or any individual officer or employee of Colorado Heights University shall not enter into any revenue-sharing arrangements with any lender.
2. No officer or employee of Colorado Heights University who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term "gift" means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimus amount.
3. An officer or employee of Colorado Heights University who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or other contract to provide services to a lender.
4. Colorado Heights University does not have a preferred lender list (PLL) for alternative loans and, therefore, will not use a preferred lender list (PLL) to:
  - Require a prospective borrower to use a lender on a PLL;
  - Deny or otherwise impede a borrower's choice of lender;
  - Cause unnecessary certification delays for borrowers who use a lender that is not listed on a PLL.
5. Colorado Heights University shall not request or accept from any lender any offer of funds to be used for private education loans to students in exchange for the institution providing concessions or promises regarding providing the lender with:
  - a specified number of loans made, insured, or guaranteed under Title IV;
  - a specified loan volume of such loans; or
  - a preferred lender arrangement for such loans.
6. Colorado Heights University shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing.
7. Any employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.