

## FINANCIAL AID CODE OF CONDUCT POLICY

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a code of conduct that prohibits conflicts of interest for financial aid personnel (HEOA s 487(a) (25))

Any employee associated with the financial aid department at Tennessee School of Beauty (TSB) who has responsibilities with respect to student educational loans or grants must adhere to this code of conduct policy.

1. TSB financial aid service associates or employees are prohibited from entering into any revenue-sharing arrangements with a lender. A revenue-sharing arrangement means an arrangement between the school and a lender in which the lender provides or issues loans to students attending TSB or to their families.
2. TSB financial service associates or employees will not recommend lenders of the loan products of the lender in exchange for benefits from the lender, including gifts, revenue or profit sharing, to TSB.
3. TSB shall not request or accept from any lender any offer or funds or be used for private education loans to students in exchange for the institution providing concessions or promises regarding providing the lender with a) a specified number of private educational loans; or b) a specified loan volume of such loans; or c) a preferred lender arrangement for such loans.
4. TSB shall not request or accept lender assistance with call center staffing or staffing the institution's financial aid office.
5. Any person who is employed in the financial aid office at TSB, or who otherwise has responsibilities with respect to education loans and/or student financial aid, shall be prohibited from receiving anything of value from the lender or guarantor.