



STATEMENT OF ETHICAL PRINCIPLES

Purpose

The Office of Financial Aid is committed to helping students achieve their educational goals through access to financial resources and support services. Financial aid professionals are expected to maintain the highest standards of ethical conduct, professionalism, integrity, and compliance with all federal, state, and institutional regulations governing student financial assistance.

The Olin College Financial Aid Office adheres to the principles established by the National Association of Student Financial Aid Administrators (NASFAA) and is committed to serving students and families with fairness, transparency, and respect.

Financial aid administrators shall:

Advocate for Students

- Remain aware of issues affecting students and advocate for their interests at the institutional, state, and federal levels.
- Support efforts that encourage students to pursue and prepare for postsecondary education.
- Provide accurate and timely information that helps students make informed educational and financial decisions.

Manifest the Highest Level of Integrity

- Demonstrate the highest standards of ethical behavior and avoid actual or perceived conflicts of interest.
- Conduct all business honestly, fairly, and professionally.
- Protect the confidentiality and privacy of student educational and financial records.
- Foster an environment of respect, inclusion, and professionalism.

Support Student Access and Success

- Commit to reduce financial barriers to higher education.
- Assist students and families with financial aid processes without charge.
- Provide services are provided without discrimination based on race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, or other protected status.
- Promote financial literacy and responsible borrowing.

Comply with Federal and State Laws

- Adhere to all applicable laws and regulations governing federal, state, and institutional financial aid programs.
- Actively participate in ongoing professional development and continuing education programs to ensure ample understanding of statutes, regulations, and best practices governing the financial aid programs.
- Collaborate with colleagues and professional organizations to strengthen the administration of financial aid programs

Strive for Transparency and Clarity

- Provide students and families with clear and accurate information regarding financial aid eligibility, application procedures, costs, and responsibilities.
- Educate students and families through clear and transparent communication, presenting financial aid offers in a manner that allows them to understand the types and amounts of aid being offered.
- Ensure equity by applying all need-analysis formulas consistently across the institution's full population of student financial aid applicants.
- Inform institutions, students, and parents of any changes in financial aid programs that could affect their student aid eligibility.
- Strive to ensure that cost of attendance components is developed using resources that represent realistic expenses.

Protect Student Information

- Ensure that student and parent private information provided to the financial aid office by financial aid applicants is protected in accordance with all state and federal statutes and regulations, including FERPA and the Higher Education Act, Section 483(a)(3)(E) (20 U.S.C. 1090).
- Protect the information on the FAFSA from inappropriate use by ensuring that this information is only used for the application, award, and administration of aid awarded under Title IV of the Higher Education Act, state aid, or aid awarded by eligible institutions.

CODE OF CONDUCT

The Office of Financial Aid maintains the following standards of conduct:

1. Avoidance of Conflicts of Interest

No financial aid staff member shall take any action for personal benefit or engage in activities that create an actual or perceived conflict of interest.

- Employees shall not participate in awarding financial aid to themselves or immediate family members.
- Staff members shall not accept gifts, favors, services, or other items of more than nominal value from students, families, lenders, servicers, guarantors, or other entities conducting business with the institution.
- Staff members shall disclose any potential conflicts of interest involving organizations that conduct business with the institution.

2. Accurate and Unbiased Information

All information provided by the Financial Aid Office should be accurate, objective, and free from personal bias or influence.

3. Transparency in Financial Aid Offers

Financial aid communications and award notices shall include, where applicable:

- Cost of Attendance information, including direct and indirect costs.
- Clear identification of grants, scholarships, and loans.
- Renewal requirements for aid programs.
- Contact information for the Financial Aid Office.

4. Consumer Information

Required consumer information shall be maintained on the institution's website and made available to students and families as required by federal regulations.

5. Professional Responsibility

Financial aid staff members are expected to:

- Maintain confidentiality of student information.
- Participate in professional development opportunities.
- Support institutional compliance efforts.
- Report suspected fraud, abuse, or noncompliance through appropriate institutional channels.