



## Student Loan Program

### **Institutional Code of Conduct**

The provisions contained in this document constitute the Code of Conduct that employees of the University of Puerto Rico must comply with throughout the student loan processing process. This code meets the requirements of the Federal Department of Education in 34 CFR 601.21 Code of Conduct. The implementation of this code establishes that it is prohibited for officials, employees, agents of the university, and above all, employees of the financial aid office to receive royalties from lenders, insurance agencies or loan administrators.

#### **1. Receiving Dividends**

The University of Puerto Rico may not receive dividends or anything of value in exchange for showing favor to banking institutions or entities that process student loans.

#### **2. Acceptance of Gifts and Travels**

Employees of the University of Puerto Rico may not receive any type of gift or economic goods from a lender, insurance agency or loan administrator. This includes, but is not limited to, payment for trips for leisure, conventions and/or seminars.

#### **3. Compensation for Participating in Advisory Boards**

Employees of the University of Puerto Rico may not receive any compensation or object of value from a lender, insurance agency or loan administrator in exchange for participating in the Advisory Boards of entities that offer student loans.



#### **4. Consulting or other contracting agreements**

This code forbids financial aid office staff (or other employees or agents with educational loan responsibilities) from accepting compensation for:

- any type of consulting arrangement or contract to provide services to or on behalf of a lender in connection with educational loans.
- serve on a board, commission or advisory group established by lenders or insurance agencies, except for reimbursement of reasonable expenses.

#### **5. Recommend lending agencies or delay loan certifications**

Employees of the University of Puerto Rico may not recommend names of lenders, insurance agencies or loan administrators. They may not refuse to certify or delay the loan certification process, regardless of the borrower's selection.

#### **6. Prohibition of calls or actions on behalf of the institution**

No lender, insurance agency or loan administrator may make calls on behalf of the University of Puerto Rico.