

# Indiana University Financial Aid Code of Conduct

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I understand that, as an employee of Indiana University with access to private, confidential financial aid information, I will adhere to the following code of conduct:

1. I will not award, review, release, or change the records of financial aid applicants with whom I have a personal relationship. I cannot change my own financial aid record in any way.
2. I will not use financial aid data for personal gain or curiosity. I will use financial aid information only for the purpose for which it was intended.
3. I will read and follow the Code of Conduct related to Student Loan Activities. This policy is located at <http://policies.iu.edu/policies/categories/academic-faculty-students/university-student-services-systems/USSS-01-code-conduct-student-loan.shtml>
4. I will strive to provide financial aid information that is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
5. I will not accept any cash, nominal gift, or benefit of any value, from any financial aid applicant or anyone acting on the applicant's behalf, or from any entity doing business with or seeking to do business with the institution, including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service.
6. I will disclose any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship by following Indiana University Conflict of Interest policy. This policy is located at <http://policies.iu.edu/policies/categories/human-resources/conduct/coi.shtml>
7. Following the Principles of Ethical Conduct (<http://principles.iu.edu>), including carefully managing public, private and confidential information and following any relevant data security policies and procedures.

My signature below, I acknowledge my understanding and acceptance of my responsibilities identified in this document to preserve the security and confidentiality of financial information I access at Indiana University. I understand that a violation of this Code of Conduct may result in sanctions relating to my use of information technology resources (such as suspension or termination of access, or removal of online material) and/or my employment (up to and including immediate termination of employment in accordance with applicable university policy); civil or criminal liability; or any combination of these.

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Signature of Employee

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Date

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Printed Name

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Printed Title/Campus