

Financial Aid Regis University

STATEMENT OF ETHICAL PRINCIPLES

As part of the Regis University community, the Financial Aid office subscribes to a set of ethical principles that incorporates the Regis University Mission; the Enrollment Services Vision, Mission and Values; and guidelines provided by the National Association of Student Financial Aid Administrators (NASFAA).

REGIS UNIVERSITY - MISSION

The following are excerpts from the Regis University Human Resources Policy Manual:

University Mission. Regis University educates men and women of all ages to take leadership roles and to make a positive impact in a changing society. Standing within the Catholic and United States traditions, we are inspired by the particular Jesuit vision of Ignatius Loyola. This vision challenges us to attain the inner freedom to make intelligent decisions. We seek to provide value-centered undergraduate and graduate education as well as to strengthen commitment to community service. We nurture the life of the mind and the pursuit of truth within an environment conducive to effective teaching, learning, and personal development. Consistent with Judeo-Christian principles, we apply knowledge to human needs and seek to preserve the best of the human heritage. We encourage the continual search for truth, values, and a just existence.

Throughout this process, we examine and attempt to answer the question: “How ought we to live?”

As a consequence of Ignatius Loyola’s vision, particularly as reflected in his Spiritual Exercises, we encourage all members of the Regis community to learn proficiently, think logically and critically, identify and choose personal standards of values, and be socially responsible. We further encourage the development of skills and leadership abilities necessary for distinguished professional work and contributions to the improvement and transformation of society.

Ethical Practices.

- Employees of the University are bound to observe, in their official acts, the highest standards of ethics and morality and faithfully to discharge the duties of their positions.
- Employees shall not act in any way that is contrary to established legal requirements or restrictions, nor shall they ask or require others to do so. . . .
- An employee who administers student “educational records” is required to comply with the University’s FERPA policy (student educational records privacy policy). An employee who administers financial or health records is required to comply with the University’s policies regarding the administrative, physical, and technical safeguarding of customer information. These policies may be obtained from the Office of the Vice President for University Services. . . .

ENROLLMENT SERVICES CHARGE

Enrollment Services, which includes the offices of Financial Aid, Academic Records and Registration, and Student Accounts, is dedicated to supporting the University Strategic Plan by embracing the following vision, mission, and values.

VISION

Our vision is to be a unified division that is widely recognized as providing outstanding service, innovation, education, participation and leadership to the University community and related constituencies.

MISSION

Our mission is to provide and continually develop processes and services within Academic Records and Registration, Financial Aid, and Student Accounts that support the academic mission of the University.

VALUES

We hold the following core values:

- Respect – valuing differences of culture, backgrounds, opinions, and ideas
- Integrity – working with honesty and fairness
- Innovation – continually seeking new processes and efficiencies
- Service – working with others in a caring and compassionate way
- Leadership – encouraging education, mentorship, coaching, and celebration, and leading by example
- Mission – encouraging and acknowledging staff involved with outreach efforts in support of the Regis Jesuit mission.

Financial Aid is committed to maintaining a humane atmosphere in which the civil rights of every individual are recognized and respected. Financial Aid does not discriminate in either the provision of educational services or in employment practices on the basis of race, color, religion, national origin, creed, ancestry, gender, age, marital status, sexual orientation, military or veteran status, physical or mental disability, or any other characteristic protected by local, state, or federal law.

NASFAA – STATEMENT OF ETHICAL PRINCIPLES/CODE OF CONDUCT

Financial Aid adheres to the following Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals published by NASFAA.

National Association of Student Financial Aid Administrators (NASFAA) Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals

NASFAA Statement of Ethical Principles

NASFAA's Statement of Ethical Principles provides that the primary goal of the institutional financial aid professional is to help students achieve their educational potential by providing appropriate financial resources. To this end, this Statement provides that the financial aid professional shall:

- Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
- Make every effort to assist students with financial need.
- Be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels.
- Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.

- Educate students and families through quality consumer information.
- Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
- Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
- Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
- Recognize the need for professional development and continuing education opportunities.
- Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
- Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
- Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

Task Force on Standards of Excellence
Adopted by Board of Directors, April
1999

Code of Conduct for Institutional Financial Aid Professionals

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

- Refrain from taking any action for his or her personal benefit.
- Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
- Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
- Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity.
- Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

Adopted by Board of Directors, May 2007