



YTI Career Institute Code of Conduct Financial Aid Professionals

As a Financial Aid Employee, I understand I **MUST**:

- Be ethical and conduct myself with integrity.
- Provide prospective and enrolled students with accurate and complete financial aid and policy information.
- Inform prospective and enrolled students that failure to be fully truthful and accurate on all FAFSA applications is a criminal offense and that the institution is obligation to notify the Office of Inspector General of any credible evidence of fraud.
- Comply with applicable federal and state laws and regulations, accreditor rules, and the YTI policies and procedures.
- Keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA) as defined in the YTI Student Handbook.
- Adhere to all policies and procedures set forth by YTI Career Institute.

As a Financial Aid Employee, I understand that I **MUST NOT**:

- Request that prospective, enrolled, or former students disclose their Federal PIN.
- Make statements that contradict information in the YTI School Catalog, Enrollment Agreement, or Student Handbook.
- Discuss financial information of a prospective, enrolled, or former student with anyone unless the student has provided a FERPA release to do so.
- Encourage or instruct any prospective or enrolled student to falsify or provide any misleading information when applying for financial aid.
- Complete or sign any document on behalf of a student or parent, including but not limited to:
 - Initialing any document on behalf of a student or parent
 - Using white-out or erasure material on any kind of document
 - Modifying or altering information provided by a student or parent
- Provide inaccurate information, such as information about:
 - Availability, amounts or criteria of financial aid funding
 - Interest rates or terms of repayment for student loans
 - The institution's programs, facilities or student services
 - Credentials or licensing a student may obtain
 - The institution's graduation and placement rates
 - Potential income levels upon graduation
 - Transferability of credits to or from other institutions
- Pay any application fees, or lend or give money to any prospective, enrolled, or former student.
- Recommend specific courses to a student that may affect a student's financial aid eligibility.
- Discuss details of my own personal financial situation with a student.

As a Financial Aid employee, I further **COMMIT** that I will:

- Review applicable YTI policies and procedures, School Catalog, and Student Handbook frequently to ensure familiarity with and compliance to all of the requirements and content.
- Contact my supervisor immediately if I have any questions about content within YTI policies and procedures, the school Catalog, or Student Handbook.
- Notify my supervisor, Campus President, Home Office Director of Financial Aid, the Compliance Department and/or report anonymously via the YTI Compliance Hotline at <https://intranet.yti.edu/Pages/Default.aspx> if I believe any employee is potentially violating the YTI policies and procedures, School Catalog, or Student Handbook.