



## CODE OF CONDUCT FOR EDUCATIONAL LOANS

In compliance with the federal law, VC College's officers, employees, independent contractors and agents shall maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, 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.

VC College's officers, employees, individual independent contractors and agents shall not:

Sharing confidential information with a third-party\*

Entering into any financial arrangements with any lender

Soliciting or accepting any gift from a lender, guarantor, recruiter, or servicer of education loans. For purposes of this prohibition, the term "gift" means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value (Including accepting any loans, staffing or favor).

All and any VC College's officers, employees, independent contractors or agents pledges to diligently:

Commit to the highest level of educational ethical behavior in campus and outside of campus and refrain from conflict of interest or the perception thereof.

To help students obtain and make the best use of all financial funds and resources available and provide educational and customer services that do not discriminate based on race, religion, color, financial status, sex, ethnic origin, age, veteran status or sexual orientation.

Respect and protect the confidentiality the students records and of the economic circumstances of the student and student's family. Information will be released only on the written consent of the student and/or student's family, and all policies and procedures shall protect the student's right of privacy.

VC College's officers, employees, individual independent contractors and agents are all principal agents to the same institution therefore sharing records and circumstance of concern is considered confidential.

A third-party\* means it may be indirectly involved, a party not employed, nor currently hired in any way by VC College, and VC College has not entered into a contract, deal, or transaction with it to serve clients or administration.