



**NASFAA's Statement of Ethical Principles and Code of Conduct  
for Institutional Financial Aid Professionals**



### **NASFAA Mission Statement**

The National Association of Student Financial Aid Administrators (NASFAA) promotes the professional preparation, effectiveness, support, and diversity of persons and organizations involved in the administration of student financial aid, and facilitates communication throughout its community. NASFAA encourages and promotes programs that remove financial barriers to ensure student access to postsecondary education.

*Association Governance and Membership Committee  
Adopted by the Board of Directors, May 2005*



NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

## Prologue

In April 1999, NASFAA's Board of Directors adopted a 12-point *Statement of Ethical Principles* that has served as a common foundation for accepted standards of conduct for the financial aid professional. Recognizing that the primary goal of the financial aid professional is to help students achieve their educational potential by providing appropriate financial resources, the statement addressed the standards that should be followed by these individuals in conducting their daily responsibilities.

This *Statement of Ethical Principles* was developed by the Association's Task Force on Standards of Excellence after hours of thoughtful discussion about the unique, multi-faceted role that financial aid professionals have at their institutions.

Recognizing that postsecondary educational institutions across the nation differ in their governing and administrative decision-making structures and operating policies and procedures, the Task Force focused its attention upon those general standards of conduct that financial aid professionals should adhere to regardless of their place of employment or how the institution performs its business practices.

In the past, these principles have served as a sound framework to guide financial aid professionals in their everyday conduct. But as business practices, notably in the highly competitive student loan arena, have changed, NASFAA recognizes that as an organization we must go beyond the general concepts enunciated in our statement of ethical principles.

Individuals confronted with these new circumstances therefore are seeking additional and more specific advice from NASFAA regarding how they should respond to this new environment. As such, NASFAA's Board of Directors has adopted this *Code of Conduct for Institutional Financial Aid Professionals* to further clarify its original *Statement of Ethical Principles* and to provide additional guidance on the standards of conduct that should be followed by all members of the Association in conducting their daily responsibilities.

## 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