

UTS Code of Conduct for US Federal Aid

In the administration of US Financial Aid the relevant UTS staff shall adhere to the following:

Ban on Revenue-Sharing Arrangements – UTS shall not enter into a revenue-sharing arrangement, which is any arrangement between a school and a Title IV lender where the lender pays a fee or provides other material benefits to the school or its officers, employees or agents in exchange for the school recommending the lender to its students, with any lender.

Gift Ban – Any UTS officer, employee or agent with responsibilities with respect to education loans or financial aid is prohibited from requesting or receiving gifts from lenders, guarantors or loan servicers. A gift is any item or service having a monetary value or more than a de minimus amount.

Exceptions include the following:

- (a) materials or services related to loan issues, default aversion and prevention, or financial literacy;
- (b) expenses integrally related to training designed to improve service to the school and contribute to professional development;
- (c) favourable loan conditions provided to students employed by the school if the same conditions provided to all other students at UTS;
- (d) entrance and exit counselling services controlled by school staff and that do not promote a specific lender;
- (e) contributions from a lender, guarantor or servicer made to UTS that are philanthropic, unrelated to education loans or are not made in exchange for an advantage related to education loans;
- (f) education grants, scholarships or financial aid administered by or on behalf of a State.

Gifts to Family Members – Gifts to family members and others with relationships to UTS employees, officers, and agents shall be considered gifts to said employees, officers and agents if they know about the gift and believe the gift was based on the position of the employee, officer or agent.

Contracting Arrangements Prohibited – A UTS officer, employee or agent with responsibilities with respect to education loans or financial aid is prohibited from receiving financial benefit from a lender or lender affiliate as compensation for any consulting or services provided to or for a lender.

Interaction With Borrowers – UTS shall not assign a loan from a first-time borrower to a particular lender or delay or refuse to certify a loan based on the borrower's choice of lender or guarantor.

Prohibition on Offers of Funds for Private Loans – UTS shall not request or receive an offer of funds from a lender for private education loans including funds for opportunity pool loans to its students in exchange for concessions or promises to the lender regarding the number or volume of Title IV loans made by said lender or a preferred lender status for such loans.

Ban on Staffing Assistance – UTS shall not request or accept assistance from a lender for call centre or financial aid office staffing. UTS can receive assistance for FAA training; lender identified educational materials for borrowers, and short-term non-recurring staffing assistance during emergencies.

Advisory Board Compensation – Any UTS employee with responsibilities with respect to education loans or financial aid who serves on an advisory group established by a lender, guarantor or group of lenders or guarantors may only receive reimbursement for reasonable expenses related to serving in group.

UTS shall ensure this Code of Conduct is published prominently on the UTS Financial Aid website, and requires that all officers, employees and agents are informed of the code.