

# Institutional Code of Conduct for Education loans

## American College of Hairstyling – Des Moines

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1. All of the following individuals or entities associated with the institution must comply with this code of conduct governing education loan activities:
  - i. An employee
  - ii. A contract employee
  - iii. A director or officer
  - iv. A trustee
  - v. An agent – including an “institution-affiliated organization” (see below), booster club, or other organization directly or indirectly associated with or authorized by the institution or an employee of the institution
2. This code of conduct must be published prominently on the website.
3. At least annually, all the institution’s officers, employees, and agents must be informed of the provisions of this code of conduct.
4. The institution shall administer only loans available under Title IV.
5. The institution shall not directly participate in any alternative loan program, by that name or any other name, whose source of funds are outside of Title IV.
6. A student who approaches the school wanting more funding shall be told to contact his/her own financial institution.
7. No officer, employee, agent of the institution or family member of same may accept anything from a lender, lender servicer, or guarantor regardless of its value.
8. The institution shall not accept philanthropic contributions from a lender, lender servicer, or guarantor.
9. An officer, employee, or agent of the institution must not serve on or otherwise participate in an advisory council, board of directors or board of trustees established by a lender or its affiliate, or a group of lenders.
10. An officer, employee or agent of the institution shall not respond to any lender who seeks advice from the institution or groups of institutions by telephone, electronically, or in a meeting, about improving products or services for borrowers.
11. An officer, employee, or agent of the institution shall not accept from any lender or its affiliate any fee, payment, or other financial benefit.
12. The institution shall not request or accept from any lender an offer of funds to be used for private education loans of any type.
13. The institution shall not have a preferred lender list or have preferred lenders.

14. The institution shall not permit a lender's or guarantor's employee or agent to be identified as an institutional employee, representative, or agent.
15. If an owner, agent, contractor, employee, or other entity or individual affiliated with the institution makes a payment to prevent default on a Stafford loan, or a Consolidation loan that repaid a Stafford loan, during the period for which the institution's cohort default rate is calculated, that loan is considered to be in default and counts against the institution's cohort default rate notwithstanding the payment.
16. The institution may accept Iowa grants, scholarships, and other state-based financial aid funds administered by the Iowa College Student Aid Commission under Iowa Code Chapter 261.
17. The institution may request and accept from any lender or guarantor standard materials, activities, and programs, including workshops and training, related to student aid outreach, financial literacy, debt management, default prevention and aversion, or educational counseling that are designed to improve the lender or guarantor's services.
18. The lender or guarantor that provides any materials to us must disclose its identity in the materials that it assists in preparing or providing.
19. The institution and its affiliated organization(s) shall not accept from a lender or a guarantor either of the following at below market rental or purchase cost:
  - i. Financial aid related software
  - ii. Loan processing data transmission services
  - iii. A toll-free telephone number to obtain information about education loans
20. Computer hardware or computer software that is unrelated to education loan processing or financial aid.
21. The institution shall not accept free data transmission services from any lender or guarantor.
22. The institution may accept, free of charge, any of the following from a lender or a guarantor:
  - i. Financial aid related software
  - ii. Loan processing data transmission services
  - iii. A toll-free telephone number to obtain information about education loans
23. The institution may accept free student status confirmation data processing services for federal student loans from a lender or guarantor.
24. The institution and an institution-affiliated organization shall not accept payment of training or conference registration, travel or lodging costs from any lender or guarantor.
25. An officer, employee, or agent of the institution shall not request or accept lodging or travel costs from a lender or lender servicer, or a guarantor.
26. The institution may accept other benefits or services that are specifically identified in a separate, public notice issued by the Iowa Attorney General or the USDE.