

<b>Code of Conduct for Educational Loans</b>	Procedure Number	561
	Effective Date	May 1, 2019

**1.0 PURPOSE**

As required by the Higher Education Opportunity Act, the University of Arkansas - Pulaski Technical College (UA-PTC) adheres to the following Code of Conduct for Educational Loans. This Code of Conduct applies to the employees and agents of the institution.

**2.0 REVISION HISTORY**

Adopted on:  
October 2016  
Revised on:  
October 2018

**3.0 PERSONS AFFECTED**

Employees of the institution.

**4.0 DEFINITIONS**

A “gift” is defined as any gratuity, favor, discount, entertainment, hospitality, loan or other item having monetary value of more than a de minimis amount.

**5.0 PROCEDURES**

- A. UA-PTC, its employees and agents will enter into no revenue sharing arrangements with any lender.
  
- B. No officer or employee of the UAPTC financial aid office (or an employee or agent who otherwise has responsibilities with respect to educational loans) may solicit or accept a gift, from a lender, guarantor, or servicer of educational loans.
  
- C. No employee of other contract to provide services to a lender or on behalf of a reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	PTC Board of Trustees	October 2016
Ratified by:	UA-PTC Review	October 2018
Recommended by Chancellor (Signature)	Margaret Ellibee	May 2019
UA Policy Alignment		



