



State of Louisiana
Office of Student Financial Assistance

LOSFA CODE OF CONDUCT

8/9/07

In the light of recent concerns regarding the appearance of possible conflicts of interest among lenders, guarantors and financial aid professionals, we, the Louisiana Office of Student Financial Assistance (LOSFA) have decided that, in addition to strictly adhering to the ethics laws governing the State of Louisiana, it is in the best interest of the agency for all employees to adopt a Code of Conduct.

Code of Conduct

- LOSFA employees must not accept gifts or give-aways from lenders, servicers or other guarantee agencies unless they are of nominal value (i.e. pens, pencils, notepads).
- LOSFA employees will not enter prize drawings from lenders, servicers and other guarantee agencies at conferences, training events or workshops. If door prizes are given at events just for being a registered attendee, LOSFA employees should decline any prizes won.
- LOSFA employees will treat all lenders, servicers and other guarantee agencies equally. There will be no discriminatory practices.
- All services offered by LOSFA will be made available to all schools regardless of loan volume.
- If LOSFA requests lenders, servicers and other guarantors to sponsor agency events (i.e. Trailblazer Camps, LOSFA Conferences, LOSFA Workshops, Professional Counselor Workshops, etc.), one equal sponsorship amount will be charged for all sponsors. There will be no separate tier levels for sponsors and all sponsors will be recognized equally.
- For LOSFA agency events (i.e. Trailblazer Camps, LOSFA Conferences, LOSFA Workshops, Professional Counselor Workshops, etc.), meals, give-aways (i.e. backpacks, t-shirts, door prizes, etc) and favors will come from general sponsorship funds. No one lender, servicer or other guarantor will be allowed to pay for and/or advertise on those items.
- LOSFA employees should remember that attendance of workshops, conferences and training sessions are a privilege and should act in a manner that is respectful of proper event etiquette. Every LOSFA employee is a representative of the State of Louisiana and the Louisiana Office of Student Financial Assistance and should conduct himself or herself accordingly.