



07.02.99.D0.01 Texas Higher Education Fair Lending Practices

Approved: March 20, 2013

Revised:

Next Scheduled Review: March 20, 2015

Procedure Statement

The Texas Higher Education Fair Lending Practices policy of The Texas A&M University System sets forth operational and conflict of interest standards to be observed in the conduct of student financial aid programs. Therefore, Texas A&M University-Central Texas (A&M-Central Texas) will abide by the procedures and responsibilities set forth in System Policy 07.02 *Texas Higher Education Fair Lending Practices*.

Reason for Procedure

This standard administrative procedure serves to implement System Policy and the Provost/Vice President for Academic and Student Affairs will serve as the President's designee.

Procedures and Responsibilities

1. GENERAL

- 1.1 The A&M-Central Texas or any of its employees shall not, directly, or indirectly, solicit or accept any gift from or on behalf of a student loan lender.
- 1.2 Employees will immediately report to the president if a student loan lender attempts to offer or provide a gift to an employee.
- 1.3 The Director of Student Financial Assistance and Veterans Affairs will have a strong working knowledge of the definitions and prohibitions relative to student loan lenders and will be responsible for ensuring there are no conflicts of interest in the conduct of student financial aid programs. Employee discrepancies will be reported immediately to the Provost/Vice President for Academic and Student Affairs and the President.

2. TRAINING

- 2.1 On a yearly basis, every employee of the financial aid office of A&M-Central Texas shall receive training concerning Texas Higher Education Lending Practices and Texas ethics laws related to state employment.
- 2.2 Employees whose functions are closely related to those of the financial aid office may be required to receive the training as deemed appropriate by the Provost/Vice President for Academic and Student Affairs.

Related Statutes, Policies, or Requirements

System Policy [*07.02 Texas Higher Education Fair Lending Practices*](#)

Contact Office

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