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-Commerce (A&M Commerce) will abide by the procedures and responsibilities set forth in System Policy 07.02 Texas Higher Education Fair Lending Practices.

Reason for Procedure

This procedure serves to implement this system policy, and the Vice President for Student Access and Success will serve as the President’s designee.

Procedures and Responsibilities

1. GENERAL

1.1 A&M Commerce 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 Financial Aid 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 Vice President for Student Access and Success and the President.
2. TRAINING

2.1 On a yearly basis every employee of the financial aid office of A&M Commerce 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 Vice President for Student Access and Success.

---

Related Statutes, Policies, or Requirements

System Policy 07.02 Texas Higher Education Fair Lending Practices

---

Contact Office

Vice President for Student Access and Success
903-468-8706