



Procedure Summary

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

This procedure serves to implement this system policy, and the Vice President for Enrollment Management will serve as the President's designee.

Procedures and Responsibilities

1. GENERAL

- 1.1 The University 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 Enrollment Management and the President.

2. TRAINING

- 2.1 On a yearly basis every employee of the financial aid office of the University 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 Enrollment Management.

Related Statutes, Policies, or Requirements

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

Revision History

Approved November 5, 2012

Reviewed February 18, 2019

Revised November 7, 2024 (University Name Update)

Contact Office

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