

# PUERTO RICO SCHOOL OF NURSE ANESTHETISTS FINANCIAL AID OFFICE



## **PRSNA and Financial Aid** *Loans Code of Conduct*

Puerto Rico School of Nurse Anesthetists and Financial Aid Professional has the compromise to help students achieve their educational goals through financial support and resources. We are required to represent the ethical conduct and prove our professionalism.

PRSNA and Financial Aid Office resolve that:

- No action will be taken by financial aid personnel that is for their personal benefit or could be perceived to be a conflict of interest.
- PRSNA Employees will not award aid to themselves or their immediate family members.
- Personnel will refer this mission to the school Financial Aid Director to consult and take it to the President/CEO and Board of Directors, to avoid a conflict of interest.
- No preferred lender will be subjected or provided to students. The Financial Aid Office will recommend students to borrow from Federal Direct Loans Program. However, a borrower's choice of a lender will not be denied, impeded, or delayed by the school.
- No amount of cash, gift, or benefit shall be accepted by a financial aid personnel from any financial aid applicant, their parents or from any entity doing business with or seeking to do business with the institution under any circumstances.
- The Financial Aid Office will ensure that information approved is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
- PRSNA and FA Office will keep any sensitive information contained in the student's files under secure and locked area and undertakes responsibility in not to allow access to others or other offices personnel, except those authorized in the FERPA Law Student's Consent form.
- Award notifications and other institutionally provided materials shall include the following: a breakdown of individual components of the institution's Cost of Attendance, designating all potential charges. Clear identification of each award, indicating type of aid, grant, scholarship, work, or loan in the award letter certification. Standard and clear terminology and definitions of the terms used and a renewal requirement for each award.
- The consumer information is displayed in a prominent location on the [www.eeapr.org](http://www.eeapr.org) and in any printed materials, easily identified and found.
- Financial aid personnel will disclose any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

Puerto Rico School of Nurse Anesthetists  
Mariely Vázquez Sotomayor, MBA  
FA Office director