



ADMISSIONS CODE OF CONDUCT

As an Admissions Employee, I understand that I MUST:

1. Always be ETHICAL and conduct myself with INTEGRITY.
2. ENROLL only those potential students who are likely to complete and benefit from the training provided by the school.
3. ENROLL only those qualified potential students who: meet the admissions requirements published in the school catalog, and sign the school's Enrollment Agreement.
4. USE only The Artistic Academy of Hair Design approved: Enrollment Agreements, Admissions documents, advertising and promotional materials, graduation and placement rate disclosures.
5. PROVIDE truthful and accurate statements and descriptions regarding: the school, staff, training, facilities, equipment and services.
6. ENSURE that potential students are knowledgeable in the program of interest and the school to make an informed decision.
7. PROVIDE potential students with the school Catalog, including all current supplements/addenda.
8. PROVIDE enrolled students with a copy of their signed Enrollment Agreement and Policies and Procedures.
9. KEEP student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA).

As an Admissions Employee, I understand that I CANNOT:

1. COMPLETE or SIGN any document on behalf of a potential or enrolled student.
2. MAKE statements that contradict information in the school Catalog, Admissions Packet, Policies & Procedures or Enrollment Agreement.
3. PROVIDE inaccurate, exaggerated statements or make explicit or implicit promises on:
 - a. The school's programs, affiliations, facilities, equipment, personnel, or student services
 - b. The school's graduation and placement rates
 - c. Transfer of hours to or from another school
 - d. Credentials or licensing a student may obtain
 - e. Potential income earning levels upon graduation
4. ASSIST potential students in admissions testing or to alter/falsify enrollment documents .
5. PAY the enrollment fees of a potential or enrolled student, or LEND or GIVE money to a potential or enrolled student.
6. DISCUSS graduation and placement rates without providing a potential or enrolled student with Artistic Academy of Hair Design-approved disclosures.
7. DISCREDIT another school or influence any student to leave another school
8. PROVIDE an incentive payment for referrals.

As an Admissions Employee, I further understand that I CANNOT:

1. DISCUSS in any way a potential or enrolled student's eligibility for financial aid or financial aid awards, including but not limited to:
 - a. Dependency status
 - b. Income levels
 - c. Financial aid award amounts
 - d. Professional judgment qualifications
 - e. Income Tax Return information
2. DISCUSS any of the following with a potential or enrolled student or a parent/guardian:
 - a. The use of financial aid funds to pay other expenses aside from tuition/books/kit
 - b. Student loan interest rates, repayment options, deferment or forbearance
 - c. Student loan default matters
 - d. Educational expense process or disbursement information
 - e. Loan or grant application processes
3. ASK for a prospective or enrolled student's FSA ID or ASSIST a prospective or enrolled student, parent/guardian or other cosigner in:
 - a. Applying or completing the FSA ID, FAFSA, or other financial document
 - b. Completing the lender's Master Promissory Note
4. RECOMMEND an adjustment to the FAFSA, family or financial situation, to qualify a potential student for more funds.
5. RECOMMEND a specific program to take based on financial aid eligibility.
6. PROVIDE information to a potential or enrolled student or parent/guardian about a lender, lender phone number, call a lender, transfer a potential or enrolled student to a lender etc.

As an Admissions Employee, I further COMMIT that I will:

1. Frequently re-read the school Catalog, Policies and Procedures and this Code of Conduct to ensure that I am familiar with all of their requirements and/or contents.
2. Participate in training provided/suggested by the school.
3. Immediately contact the Director if I have any questions about the school Catalog or this Code of Conduct.
4. Immediately notify the Director if I believe any Admissions Employee is violating this Code of Conduct.

Artistic Academy of Hair Design is committed to ensuring the integrity of its employees and students with respect to all aspects of its school and operations. Compliance with all applicable laws, regulations and the school's policies and procedures, and high levels of performance and integrity is expected of all employees.

This Admissions Employee Code of Conduct applies to all employees employed in an admissions position. Any violation of said provisions will be just cause for disciplinary measures, up to and including termination.

Admissions Employee (name): _____

Date: _____

Admissions Employee (signature): _____

Date: _____

Director: _____

Date: _____