Administrative Policy

Southwest Wisconsin TECHNICAL COLLEGE

Item	*Details*
Policy Title:	Student Financial Aid & Lender Relations
Policy Category:	Student Services
Related Procedure(s)/ Guideline(s):	Employee Handbook (see Ethics in Recruitment, Enrollment, Admissions, and Financial Aid)
Policy Owner:	Student Financial Assistance Manager
Date Approved:	7/21/2008
Review Dates:	
Revision Dates:	10/6/2026
Policy Scope:	The policy applies to all College employees engaged in providing, discussing, or supporting student financial aid or loan-related information.
Policy Statement:	Southwest Wisconsin Technical College financial aid staff work closely with lenders to gather and supply information that will assist our students in making a well-informed decision regarding their selection of a student loan provider. This policy applies to all staff and has been developed to regulate interactions between district staff and lenders to ensure that these relationships are in the best interest of students. This policy is supplemental to other state or federal laws. The district and its employees will not: 1. Solicit, accept, or enter into any agreement in which an educational loan lender provides fees, revenue sharing or material benefits to the district institution in exchange for the institution or its employees recommending the lender or its loan products; 2. Enter into an agreement with a lender of education loans for, or solicit or accept from a lender of education loans, any funds that would be allocated or used for opportunity loan pools or any similar agreements;

	3. Solicit or accept assistance for call center or financial aid staffing from a lender of education loans; 4. Solicit, accept, or enter into any agreement in violation of the district policy on student financial aid operations and may not engage in conduct that violates the district code of ethics under TCS 6.06(1), Wis. Adm. Code., or any applicable provisions of Wis. Stats. § 19.41, et seq., Code of Ethics for Public Officials and Employees; 5. Participate on an advisory council or receive compensation/reimbursement from an educational loan lender. The district must inform students who apply for financial aid: 1. That the student may use any lender who is eligible to make education loans; 2. Of the availability of federal loans and encourage students to explore and weigh the use of federal loans that are guaranteed, regulated, and may be more advantageous, before pursuing private or alternative loans. The district may maintain lists, either in print or other media, of educational loan lenders for the benefit of students, subject to the following: 1. The district must use an evaluative process for the inclusion of lenders on the list and information regarding the selection of lenders, the evaluative process used, and the criteria used for such selection must be available to the public upon request; 2. Any district lender list must be accompanied by a statement explaining that students are not limited to the lenders on the list; 3. A lender list much include a minimum of three lenders and the district must work with the educational loan lenders on the list to ensure that specific loan information and key details (including, but not limited by enumeration to, the terms, interest rate, and repayment requirements) are available from the lender in a clear and understandable manner. The district and its employees may accept from lenders of education loans:

	1. Counseling and educational materials for use by students and their families regarding student lending laws, education loans, financial literacy, debt management and other topics relevant to providing students and their families with financial aid assistance; any such materials must clearly disclose the source of said materials and may not use trademarks, logos, mascots or other symbols associated with the district; 2. Training to district employees regarding student lending laws, education loans, financial literacy, debt management and other topics relevant to providing students and their families with financial aid. 3. The District will only accept contributions or donations given for strictly philanthropic purposes not related to financial aid, and the College Foundation will compile annually a list of all donations and make available if requested.