

**Chapter 495A-122 WAC**  
**WITHHOLDING SERVICES FOR OUTSTANDING DEBTS**

Last Update: 10/30/20

**WAC**

495A-122-010 Policy.  
495A-122-020 Notification.  
495A-122-030 Procedure for brief adjudicative proceeding.

**WAC 495A-122-010 Policy.** If any person, including any employee, student, or former student, is indebted to the institution for an outstanding overdue debt, the college need not provide any further services of any kind to that individual, including but not limited to transmitting files, records, or other services that have been requested by such person. Transcripts cannot be withheld due to debt owed.

[Statutory Authority: Chapters 34.05, 28B.10, 28B.15, 28B.92 RCW and RCW 28B.50.140. WSR 20-22-069, § 495A-122-010, filed 10/30/20, effective 11/30/20. Statutory Authority: RCW 28B.10.140, 42.30.075, chapter 34.05 RCW and 1991 c 238. WSR 92-12-017, § 495A-122-010, filed 5/26/92, effective 6/26/92.]

**WAC 495A-122-020 Notification.** (1) Upon receiving a request for services from a person who owes an outstanding debt to the college, the college shall notify the person by registered mail that the services will not be provided since there is an outstanding debt due. The person shall be told that until the debt is satisfied, requested services will not be provided.

(2) The letter of notification shall also state that the person has a right to a brief adjudicative proceeding before a person appointed by the college president or designee. The proceeding must be requested within twenty days from the date the college's notification of refusal to provide services was mailed.

[Statutory Authority: Chapters 34.05, 28B.10, 28B.15, 28B.92 RCW and RCW 28B.50.140. WSR 20-22-069, § 495A-122-020, filed 10/30/20, effective 11/30/20. Statutory Authority: RCW 28B.10.140, 42.30.075, chapter 34.05 RCW and 1991 c 238. WSR 92-12-017, § 495A-122-020, filed 5/26/92, effective 6/26/92.]

**WAC 495A-122-030 Procedure for brief adjudicative proceeding.** Upon receipt of a timely request for a hearing, the person designated by the president shall have the records and files of the college available for review and shall hold an informal hearing concerning whether the individual in fact owes any outstanding debts to the college.

(1) The hearing must be conducted within ten days of the request for a hearing.

(2) After the informal hearing, a decision will be rendered by the president's designee indicating whether in fact the college is correct in withholding services for the outstanding debt.

(3) If the individual involved owes the outstanding debt, no further services shall be provided until the debt has been paid in full to the college.

(4) If the individual involved does not owe a debt to the college, then the services requested by this individual will be provided by the college.

(5) Notification of this decision will be sent by registered mail to the individual within five days after the hearing.

(6) This hearing shall constitute a brief adjudicative proceeding established by the Administrative Procedure Act at RCW 34.05.482 through 34.05.494.

[Statutory Authority: Chapters 34.05, 28B.10, 28B.15, 28B.92 RCW and RCW 28B.50.140. WSR 20-22-069, § 495A-122-030, filed 10/30/20, effective 11/30/20. Statutory Authority: RCW 28B.10.140, 42.30.075, chapter 34.05 RCW and 1991 c 238. WSR 92-12-017, § 495A-122-030, filed 5/26/92, effective 6/26/92.]