

# Chapter 132L-122 WAC

## WITHHOLDING SERVICES FOR OUTSTANDING DEBT

### WAC

132L-122-010	Policy.
132L-122-020	Notification.
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**WAC 132L-122-010 Policy.** If any person, including faculty member, staff member, student, or former student, is indebted to the institution for an outstanding overdue debt, the institution need not provide any further services of any kind to such individual, including, but not limited to, admission, course registration, library access, transmitting files, records, transcripts, or other services which have been requested by such person.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 04-19-062, § 132L-122-010, filed 9/15/04, effective 10/16/04.]

**WAC 132L-122-020 Notification.** (1) The college shall notify in writing any person who owes the college an outstanding debt and from whom the college intends to withhold services. Written notice shall be in person or by first class mail to the address of record. The notice shall contain the amount owed, the reason for the debt, the method of paying the debt, and the services withheld.

(2) The letter of notification shall also state that the person has a right to a brief adjudicative proceeding before the administrator designated in the notice. The proceeding must be requested within ten business days of the date of mailing of the notification of refusal to provide services.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 04-19-062, § 132L-122-020, filed 9/15/04, effective 10/16/04.]

**WAC 132L-122-030 Procedure for brief adjudicative proceeding.** Upon receipt of a timely request for a hearing, the designated administrator shall have the records and files of the institution available for review and shall hold an informal hearing concerning whether the individual in fact owes or owed any outstanding debts to the institution. The hearing must be conducted within ten business days of the request for a hearing. After the informal hearing, a decision shall be rendered by the administrator indicating whether in fact the institution is correct in withholding services for the outstanding debt. If the outstanding debt is owed by the individual involved, no further services shall be provided. Notification of this decision shall be sent to the individual within five business days after the hearing. 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: RCW 28B.50.140 and chapter 34.05 RCW. WSR 04-19-062, § 132L-122-030, filed 9/15/04, effective 10/16/04.]