

**Chapter 132N-122 WAC**  
**WITHHOLDING SERVICES FOR OUTSTANDING DEBTS**

Last Update: 11/10/97

**WAC**

132N-122-010      Policy.  
132N-122-020      Notification.  
132N-122-030      Procedure for brief adjudicative proceeding.

**WAC 132N-122-010 Policy.** If any person, including faculty, staff, student or former student, is indebted to the college for an outstanding debt, the college need not provide any further services of any kind to such individual, including but not limited to transmitting files, records, admission to or registration with the college, conferring of degrees, transcripts or other services which have been requested by such person. Further, if the person is an employee of the college, the college shall have the right to offset such outstanding debts against the wages owed to the employee.

[Statutory Authority: Chapter 28B.50 RCW. WSR 97-23-019, § 132N-122-010, filed 11/10/97, effective 12/11/97.]

**WAC 132N-122-020 Notification.** (1) Upon receiving a request for services where there is an outstanding debt due the college from the requesting person, the college shall notify the person by certified 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, no such services as are requested will be provided. If the outstanding debt is due the college from an employee, the college shall notify the employee by certified mail addressed to the employee's last known address of the debt owed to the college, the basis of the debt, and the intent to offset it against the wages or other payments due to the employee.

(2) The letter of notification shall also state that the person has a right to a brief adjudicative proceeding before a person designated by the president of the college if he or she believes that no debt is owed. The proceeding must be requested within twenty days of the date of mailing notification that services will be withheld.

[Statutory Authority: Chapter 28B.50 RCW. WSR 97-23-019, § 132N-122-020, filed 11/10/97, effective 12/11/97.]

**WAC 132N-122-030 Procedure for brief adjudicative proceeding.** Upon receipt of a request for appeal within twenty days of the initial action, the person designated by the president shall hold the brief adjudicative proceeding concerning whether the individual in fact owes or owed any outstanding debts to the college. After the brief adjudicative proceeding, a decision shall be rendered by the president's designee indicating whether in fact the college is correct in withholding services for the outstanding debt and/or applying offset for the outstanding debt. If the outstanding debt is found to be owed by the individual involved, no further services shall be provided. Notification of this decision shall be sent to the individual within ten days of the receipt of the appeal.

A review of this decision may be requested of the president or designee within twenty-one days of the decision. Notification of the final decision will be rendered within twenty days of the request for review. The decision of the president or designee shall be final.

[Statutory Authority: Chapter 28B.50 RCW. WSR 97-23-019, § 132N-122-030, filed 11/10/97, effective 12/11/97.]