

**Chapter 132W-125 WAC**  
**WITHHOLDING SERVICES FOR OUTSTANDING DEBTS**

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**WAC**

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**WAC 132W-125-010 Statement of policy.** The college expects that students, staff members, faculty members, or former students who receive services for which a financial obligation is incurred will exercise responsibility in meeting these obligations. Appropriate college staff are empowered to act in accordance with regularly adopted procedures to carry out the intent of this policy, and if necessary to initiate legal action to insure that collection matters are brought to a timely and satisfactory conclusion.

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, or other services which have been requested by such person.

[Statutory Authority: RCW 28B.50.140. WSR 22-22-027, § 132W-125-010, filed 10/24/22, effective 11/24/22. Statutory Authority: RCW 28B.50.140(13). WSR 14-08-013, § 132W-125-010, filed 3/20/14, effective 4/20/14. Statutory Authority: Chapter 28B.50 RCW. WSR 01-12-015, § 132W-125-010, filed 5/25/01, effective 6/25/01.]

**WAC 132W-125-020 Withholding services for outstanding debts.**

(1) Upon receipt of a request for services where there is an outstanding debt owed to the college from the requesting person, the college shall notify the person by the most expedient means that the services will not be provided since there is an outstanding debt, and further that until that debt is satisfied, no such services will be provided to the individual. The notice shall include a statement to inform the college that he or she has a right to a hearing before a person designated by the president of the college if he or she believes that no debt is owed. The notice shall state that the request for the hearing must be made within twenty-one days from the date of notification.

(2) 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, at that time, shall hold a brief adjudicative proceeding concerning whether the individual owes or owed any outstanding debts to the institution. After the brief adjudicative proceeding, a decision shall be rendered by the president's designee indicating whether the college is correct in withholding services and/or applying offset for the outstanding debt.

(a) If the outstanding debt is found to be owed by the individual involved, no further services shall be provided.

(b) Notice of the decision shall be sent to the individual within five days after the hearing.

[Statutory Authority: RCW 28B.50.140(13). WSR 14-08-013, § 132W-125-020, filed 3/20/14, effective 4/20/14. Statutory Authority:

Chapter 28B.50 RCW. WSR 01-12-015, § 132W-125-020, filed 5/25/01, effective 6/25/01.]

**WAC 132W-125-030 Appeal of initial order upholding the withholding of services for outstanding debts.** (1) Any person aggrieved by an order issued under WAC 132W-125-020 may file an appeal with the president. The appeal must be in writing and must clearly state errors in fact or matters in extenuation or mitigation that justify the appeal.

(2) The appeal must be filed within twenty-one days from the date on which the appellant received notification of the order issued under WAC 132W-125-020 upholding the withholding of services for outstanding debts. The president's determination shall be final.

[Statutory Authority: Chapter 28B.50 RCW. WSR 01-12-015, § 132W-125-030, filed 5/25/01, effective 6/25/01.]