

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

Last Update: 5/25/21

**WAC**

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

**WAC 132D-122-010 Policy.** If any person, including faculty, staff, 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 transmitting files, records, or other services which have been requested by such person.

[Statutory Authority: RCW 28B.50.140. WSR 21-12-033, § 132D-122-010, filed 5/25/21, effective 6/25/21; WSR 89-09-039 (Order 89-04), § 132D-122-010, filed 4/14/89.]

**WAC 132D-122-020 Notification.** (1) Upon receiving a request for services where there is an outstanding debt due the institution from the requesting person, the institution shall notify the person in person, or by email or first-class 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.

(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 institution. The proceeding must be requested within twenty days of the date of mailing notification of refusal to provide services.

[Statutory Authority: RCW 28B.50.140. WSR 21-12-033, § 132D-122-020, filed 5/25/21, effective 6/25/21; WSR 89-09-039 (Order 89-04), § 132D-122-020, filed 4/14/89.]

**WAC 132D-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 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 days of the request for a hearing. After the informal hearing, a decision shall be rendered by the president's designee 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 days after the hearing. This hearing shall constitute a brief adjudicative proceeding established by the Administrative Procedure Act at RCW 34.05.482-34.05.494.

[Statutory Authority: RCW 28B.50.140. WSR 89-09-039 (Order 89-04), § 132D-122-030, filed 4/14/89.]