



**RULE-MAKING ORDER**  
(RCW 34.05.360)

**CR-103** (10/1/89)

Agency: Bellevue Community College

- Permanent Rule  
 Emergency Rule

(1) Date of adoption: September 8, 1992

(2) Purpose:

Establish new Chapter WAC 132H-122 Withholding Services for Outstanding Debts

(3) Citation of existing rules affected by this order:

- Repealed:  
Amended:  
Suspended:

(4) Authority for adoption:

Statute: RCW.34.05  
Other Authority: RCW.28B.50.140

**(5.1) PERMANENT RULE ONLY**

Pursuant to notice filed as WSR 92-15-068 on 7-14-92 (date).

Describe any changes other than editing from proposed to adopted version:

**(5.2) EMERGENCY RULE ONLY**

Pursuant to RCW 34.05.350 the agency for good cause finds:

- (a) That immediate adoption, amendment, or repeal of a rule is necessary for the preservation of the public health, safety, or general welfare, and that observing the time requirements of notice and opportunity to comment upon adoption of a permanent rule would be contrary to the public interest.
- (b) That state or federal law or federal rule or a federal deadline for state receipt of federal funds requires immediate adoption of a rule.

Reasons for this finding:

(5.3) Any other findings required by other provisions of law as precondition to adoption or effectiveness of rule?

Yes  No If yes, explain:

(6) Effective date of rule:

**Permanent Rules**

**Emergency Rules**

- 31 days after filing  Immediately  
 Other (specify) \_\_\_\_\_ \*  Later (specify) \_\_\_\_\_

\*(If less than 31 days after filing, specific finding in 5.3 under RCW 34.05.380(3) is required)

**CODE REVISER USE ONLY**

CODE REVISER'S OFFICE  
STATE OF WASHINGTON  
FILED

SEP 10 1992

TIME 3:19  
WSR 92-19-054

NAME (TYPE OR PRINT)

Carol Peterson

SIGNATURE

*Carol R. Peterson*

TITLE

Secretary, Board of Trustees

DATE

9-9-92

BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT VIII  
BELLEVUE, WASHINGTON

RESOLUTION NO. 209

ADMINISTRATIVE ORDER NO. 118

A RESOLUTION adopting Chapter WAC 132H-122 as permanent rules.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT VIII, STATE OF WASHINGTON:

Chapter WAC 132H-122 - Withholding Services for Outstanding Debts is hereby adopted.

APPROVED AND ADOPTED September 8, 1992.

BOARD OF TRUSTEES

Carol James  
Carol James, Chair

Sally B. Jarvis  
Sally Jarvis, Vice-Chair

Evelyn C. Kest  
Evelyn C. Kest

Dennis Uyemura  
Dennis Uyemura, Trustee

R. C. "Joe" Strauss  
R. C. "Joe" Strauss

ATTEST:

Carol Peterson  
Carol Peterson  
Secretary, Board of Trustees  
Community College District VIII

**CHAPTER 132H-122 WAC  
WITHHOLDING SERVICES FOR OUTSTANDING DEBTS**

**WAC**

- 132H-122-010 Statement of Policy
- 132H-122-020 Withholding services for outstanding debts.
- 132H-122-030 Appeal of initial order upholding the withholding of services for outstanding debts.

## NEW SECTION

**WAC 132H-122-010 Statement of policy.** The college expects that 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.

Admission to or registration with the college, conferring of degrees and issuance of academic transcripts may be withheld for failure to meet financial obligations to the college.

## NEW SECTION

**WAC 132H-122-020 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, in writing by certified mail to the last known address, 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.

(a) 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 off-set 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.

## NEW SECTION

**WAC 132H-122-030 Appeal of initial order upholding the withholding of services for outstanding debts.** (1) Any person aggrieved by an order issued under 132H-122-020 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 which 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 132H-122-020 upholding the withholding of services for outstanding debts. The president's determination shall be final.