

# Chapter 132C-122 WAC

## WITHHOLDING SERVICES FOR OUTSTANDING DEBTS

### WAC

132C-122-010	Policy.
132C-122-020	Notification.
132C-122-030	Informal hearing notification.
132C-122-040	Procedure for informal hearing.

**WAC 132C-122-010 Policy.** If any person, including faculty, staff, student or former student, be 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, transcripts or other services which have been requested by any such person. The institution reserves the right to set off any funds received from an individual against an outstanding overdue debt.

[Statutory Authority: Chapter 28B.50 RCW. 78-09-009 (Order 19, Resolution No. 47-0678), § 132C-122-010, filed 8/7/78.]

**WAC 132C-122-020 Notification.** Upon receipt of such a request for services where there is an outstanding debt due the institution from that person, the institution shall notify the person by first-class mail that the services will not be provided since there is an outstanding debt due the institution, and further that until that debt is satisfied, no such services as are requested will be provided the individual. When the institution exercises its right of set off, the institution shall notify the person by first-class mail of the amount applied and balance due, if any.

[Statutory Authority: Chapter 28B.50 RCW. 78-09-009 (Order 19, Resolution No. 47-0678), § 132C-122-020, filed 8/7/78.]

**WAC 132C-122-030 Informal hearing notification.** The letter of notification contained in WAC 132C-122-020 shall also notify the individual that he has a right to a hearing before a person designated by the president of the institution to the extent that he believes the records of the institution are incorrect concerning his indebtedness. The letter shall also indicate that the request for the hearing must be made within twenty days from the date of mailing said letter.

[Statutory Authority: Chapter 28B.50 RCW. 78-09-009 (Order 19, Resolution No. 47-0678), § 132C-122-030, filed 8/7/78.]

**WAC 132C-122-040 Procedure for informal hearing.** 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, at that time, shall hold an informal hearing concerning whether the individual in fact owes or owed any outstanding debts to the institution. 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 or applying set off for the outstanding debt, and if the outstanding debt is in fact owed by the individual involved, the set off shall remain applied and no further services shall be provided. Notification of this

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shall be sent to the individual within five days after the hearing. Said decision shall constitute an informal proceeding established by the institution pursuant to the Higher Education Administrative Procedure Act as defined in RCW 28B.19.110.

[Statutory Authority: Chapter 28B.50 RCW. 78-09-009 (Order 19, Resolution No. 47-0678), § 132C-122-040, filed 8/7/78.]