Chapter 132I-122 WAC
WITHHOLDING SERVICES FOR OUTSTANDING DEBTS

WAC

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WAC 132I-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.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-122-010, filed 7/21/92, effective 8/21/92.]

WAC 132I-122-020 Withholding services for outstanding debts. (1) Where there is an outstanding debt owed to the college and upon receipt of a written request inquiring as to the reason(s) for services or refund being withheld, the college shall provide a written explanation why the services or refund are being withheld. The college will also identify the amount of the outstanding debt, and further explain that until that debt is satisfied (or stayed by bankruptcy proceedings or discharged in bankruptcy), no such services and/or refund will be provided to the individual. The written explanation shall also inform the individual that he or she has a right to a hearing before a person designated by the vice-president for administration if he or she believes that no debt is owed and specify that the request for the hearing must be made within ten days from the date the written explanation is received.

(2) Upon receipt of a timely request for a hearing, the person designated by the vice-president shall have the records and files of the institution 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, an order shall be entered by the vice-president's designee indicating whether the institution is correct in withholding services and/or applying off set for the outstanding debt. If the outstanding debt is found to be owed by the individual involved, no further services shall be provided until the debt has been paid. The order and notice of discontinued service shall be sent to the individual within ten business days after the hearing.

[Statutory Authority: RCW 28B.50.140. 12-17-023, § 132I-122-020, filed 8/6/12, effective 9/6/12. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-122-020, filed 7/21/92, effective 8/21/92.]

WAC 132I-122-030 Appeal of initial order upholding the withholding of services for outstanding debts. Any person aggrieved by an order issued under WAC 132I-122-020 may file an appeal with the president or his or her designee. The appeal must be in writing and must clearly state errors in fact or matters in extenuation or mitigation which justify the appeal. The appeal must be filed within ten days from the date on which the appellant received notification of the order issued under WAC 132I-122-020 upholding the withholding of services for outstanding debts. The president's or designee's determination shall be final.

[Statutory Authority: RCW 28B.50.140. 12-17-023, § 132I-122-030, filed 8/6/12, effective 9/6/12. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-122-030, filed 7/21/92, effective 8/21/92.]