

**WAC 132C-122-020 Notification.** (1) Where an outstanding debt is owed to the college, the college will notify the individual in writing of the amount of the outstanding debt. Contained within the notification will be further explanation that services may be withheld until that debt is satisfied, unless it is stayed or discharged in bankruptcy.

(2) When the college exercises its right to make collections from funds received from or on behalf of a student, the college shall notify the student of the amount applied and balance due, if any.

(3) These notices shall state that the individual has a right to appeal the decision to withhold services before a person designated by the president of the college if the individual believes that the debt is not owed or has been stayed or discharged in bankruptcy. The notice shall state that the appeal must be made in writing to the vice president for administrative services within twenty days from the date of the notice.

[Statutory Authority: Chapter 28B.50 RCW. WSR 13-20-001, § 132C-122-020, filed 9/18/13, effective 10/19/13; WSR 78-09-009 (Order 19, Resolution No. 47-0678), § 132C-122-020, filed 8/7/78.]