

**Chapter 174-162 WAC**  
**STUDENT AFFAIRS—RELEASE OF STUDENT INFORMATION—FINANCIAL OBLIGATION**  
**OF STUDENTS**

Last Update: 1/26/90

**WAC**

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**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

174-162-010	General policy. [Order 76-4, § 174-162-010, filed 7/22/76.] Repealed by WSR 90-04-011, filed 1/26/90, effective 2/26/90. Statutory Authority: Chapter 34.05 RCW.
174-162-015	Definitions. [Order 76-4, § 174-162-015, filed 7/22/76.] Repealed by WSR 90-04-011, filed 1/26/90, effective 2/26/90. Statutory Authority: Chapter 34.05 RCW.
174-162-020	Disclosure to the student. [Order 76-4, § 174-162-020, filed 7/22/76.] Repealed by WSR 90-04-011, filed 1/26/90, effective 2/26/90. Statutory Authority: Chapter 34.05 RCW.
174-162-025	Requests and appeal procedures. [Order 76-4, § 174-162-025, filed 7/22/76.] Repealed by WSR 90-04-011, filed 1/26/90, effective 2/26/90. Statutory Authority: Chapter 34.05 RCW.
174-162-030	Release of personally-identifiable records. [Order 76-4, § 174-162-030, filed 7/22/76.] Repealed by WSR 90-04-011, filed 1/26/90, effective 2/26/90. Statutory Authority: Chapter 34.05 RCW.
174-162-035	College records. [Order 76-4, § 174-162-035, filed 7/22/76.] Repealed by WSR 90-04-011, filed 1/26/90, effective 2/26/90. Statutory Authority: Chapter 34.05 RCW.
174-162-040	Release of publicity information. [Order 76-4, § 174-162-040, filed 7/22/76.] Repealed by WSR 90-04-011, filed 1/26/90, effective 2/26/90. Statutory Authority: Chapter 34.05 RCW.
174-162-045	Notice of rights. [Order 76-4, § 174-162-045, filed 7/22/76.] Repealed by WSR 90-04-011, filed 1/26/90, effective 2/26/90. Statutory Authority: Chapter 34.05 RCW.

**WAC 174-162-050 Withholding information.** There may be conditions such as unmet financial obligations, violations of nonacademic regulations, etc., under which the college will withhold credit reports, transcripts, certifications, or other information about a student.

[Order 76-4, § 174-162-050, filed 7/22/76.]

**WAC 174-162-300 Collection and appeal.** As an institution of public higher education administering public funds, the college has the responsibility to exercise due diligence in the collection of its outstanding accounts. To this end, the following policy is adopted:

(1) When students register, tuition and fee obligations are incurred unless the students officially withdraw by the fifth day of the quarter. Tuition and fees are payable in full by the fifth day of the quarter. Students who have not paid full tuition and fees prior to the sixth day of the quarter will be assessed a fifteen dollar late payment fee. Students who have not paid the full amount of tuition and fees by the thirtieth calendar day will be disenrolled for nonpayment of fees on the thirty-first calendar day. If the student is reinstated following disenrollment, a fifty dollar reinstatement fee will be assessed in addition to tuition and fees (as well as the late payment fee), and will be due and payable at the time of reinstatement. All other charges presented on accounts receivable statement forms are due and payable on the tenth day of the month following the month that the charges were recorded. Charges that are not paid when due are considered delinquent and as such are subject to interest and penalty charges.

(2) Every student has the right to appeal a decision to assess any fee, fine, charge, debt or other financial obligation to the college as long as the appeal is made within ten days after the written notice of assessment. The appeal must be in writing and directed to the budgetary unit head of the unit assessing the charge(s) in question. The budgetary unit head receiving the appeal must respond to the appeal within ten days of the date of the appeal. If the appeal is denied and the student has not resolved his or her financial obligation to the college within ten days after the response to the appeal, the college may take the action authorized by WAC 174-162-310. If the student is still in disagreement with the decision, he or she may initiate COG mediation procedures as long as those actions are started within ten days after the response to the appeal.

(3) All student charges will be turned over to student accounts for collection action.

(4) In the event an account becomes sixty days delinquent all facilities on campus will be notified to cancel all credit privileges for the account and the registrar will be advised to withhold the student's transcript and registration privileges.

(5) In the event an account becomes seventy-five days past due it will be turned over to the collection agency for collection and/or legal action if appropriate.

[Statutory Authority: RCW 28B.40.120(11). WSR 83-12-001 (Order 83-2, Motion No. 83-21), § 174-162-300, filed 5/19/83; WSR 80-18-025 (Order 80-3, Resolution 80-43), § 174-162-300, filed 11/26/80; Order 77-4, § 174-162-300, filed 12/16/77; Order 77-1, § 174-162-300, filed 4/26/77.]

**WAC 174-162-305 Emergency loans collections policy.** Emergency loans are made by the office of financial aid to assist students with short-term financial problems. The success of this program is dependent on timely repayment of those loans because old loans must be collected before new loans can be made.

Emergency loans are generally made so the due date occurs within the same quarter the loan is taken. These loans are made for tuition and fees and a variety of other reasons when students are faced with an emergency situation or a cash flow problem. Each loan, regardless of size, will be charged a \$2.00 service fee. Interest charges will not apply if the loan is repaid within thirty days. Loans not repaid within thirty days will be charged interest at one percent per month on the balance outstanding on the last day of each month.

Students who do not repay their emergency loans within thirty calendar days from their due date will have all credit privileges canceled, and the registrar will be advised to withhold the student's transcript and registration privileges. In the event an account becomes seventy-five days past due, it will be turned over to the collection agency for collection and/or legal action if appropriate.

[Statutory Authority: RCW 28B.40.120(11). WSR 83-12-001 (Order 83-2, Motion No. 83-21), § 174-162-305, filed 5/19/83; WSR 81-15-017 (Order 81-2, Motion No. 81-20), § 174-162-305, filed 7/8/81.]

**WAC 174-162-310 Withholding degrees and transcripts.** Admission to or registration with the college, conferring of degrees and issu-

ance of academic transcripts will be withheld for failure to meet financial obligations to the college.

[Order 77-1, § 174-162-310, filed 4/26/77.]

**WAC 174-162-320 Credit balances in student accounts.** Students are expected to pay all accounts promptly when due. Account credit balances resulting from nonrefundable deposits, financial aid awards, and other overpayments may be offset against any outstanding charges due the college in the order of established priority guidelines.

[Statutory Authority: RCW 28B.40.120(11). WSR 79-06-079 (Order 79-1, Motion 79-30), § 174-162-320, filed 5/31/79.]

**WAC 174-162-330 Exit interviews.** A student who has a national direct student loan has the responsibility to arrange an exit interview with the accounts receivable office upon graduation, withdrawal, or transfer to on-leave status. The exit interview may be conducted in person or, when necessary, by mail.

The registrar shall withhold the diploma and transcripts for any such student pending receipt of confirmation by the accounts receivable office that the required exit interview has been completed.

[Statutory Authority: RCW 28B.40.120(11). WSR 80-05-067 (Order 80-1, Motion #80-12), § 174-162-330, filed 4/23/80.]