

**WSR 25-07-105
PERMANENT RULES
BELLEVUE COLLEGE**

[Filed March 19, 2025, 9:51 a.m., effective April 19, 2025]

Effective Date of Rule: Thirty-one days after filing.

Purpose: Revisions for clarity and compliance with RCW 28B.10.293. Changes will strengthen appeal process, remove incorrect fees, and increase transparency around student contact efforts prior to account holds.

Citation of Rules Affected by this Order: Amending WAC 132H-122-010, 132H-122-020, and 132H-122-030.

Statutory Authority for Adoption: RCW 28B.50.140; chapter 34.05 RCW.

Adopted under notice filed as WSR 25-02-070 on December 23, 2024.

Number of Sections Adopted in Order to Comply with Federal Statute: New 0, Amended 0, Repealed 0; Federal Rules or Standards: New 0, Amended 0, Repealed 0; or Recently Enacted State Statutes: New 0, Amended 0, Repealed 0.

Number of Sections Adopted at the Request of a Nongovernmental Entity: New 0, Amended 0, Repealed 0.

Number of Sections Adopted on the Agency's own Initiative: New 0, Amended 0, Repealed 0.

Number of Sections Adopted in Order to Clarify, Streamline, or Reform Agency Procedures: New 0, Amended 3, Repealed 0.

Number of Sections Adopted using Negotiated Rule Making: New 0, Amended 0, Repealed 0; Pilot Rule Making: New 0, Amended 0, Repealed 0; or Other Alternative Rule Making: New 0, Amended 3, Repealed 0.

Date Adopted: March 19, 2025.

Loreen M. Keller
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OTS-6081.1

AMENDATORY SECTION (Amending WSR 23-04-004, filed 1/19/23, effective 2/19/23)

WAC 132H-122-010 Statement of policy. (1) Bellevue College expects students who owe a debt for (~~services~~) tuition and fees, housing, financial aid, fines, and other fees to pay the amount they owe, or set up a payment plan, and to contact the college for additional information, if needed.

(2) Students have the right to ask for details related to the debt, and to appeal a debt.

(3) The finance office is responsible for the implementation of this (~~code~~) policy.

AMENDATORY SECTION (Amending WSR 23-04-004, filed 1/19/23, effective 2/19/23)

WAC 132H-122-020 Student financial debt procedures. (1) The college may take the following actions for nonpayment of outstanding student debt:

- (a) Place a hold, ~~((also called a negative service indicator,))~~ on a student's account if they owe a debt for housing, financial aid, or tuition ~~(, or other college fees)~~. A ~~((negative service indicator))~~ hold prevents enrollment for future quarters.
- (b) Drop students for nonpayment of ~~((any debt))~~ tuition and fees in excess of \$300 at any time.

(c) Refer past due debts that exceed \$100 to a collection agency. Unpaid charges and balances become past due after the tuition payment deadline of 30 days from the start of the quarter. The college will make no less than three attempts (two balance due notices and a final notice) to notify the student of the outstanding debt. Past due debts may be sent to a collection agency after 30 days have elapsed from the time the final notice was attempted.

(2) Prior to referral, students will receive notice via their Bellevue College email. The notice will include at a minimum the following information:

- ~~((i))~~ (a) The amount of the debt owed;
- ~~((ii))~~ (b) The nature of the debt;
- ~~((iii))~~ (c) Information on how to pay the debt;
- ~~((iv))~~ (d) Contact information for the finance office and/or staff member who can provide more information, and/or set up a payment plan;
- ~~((v))~~ (e) The deadline for payment of the debt; and
- ~~((vi))~~ (f) Any consequences that may result from nonpayment of the debt.

~~((2))~~ (3) Reporting requirements: The college follows the state reporting rules related to the use of ~~((negative service indicators))~~ holds, debt levels, and collection practices.

AMENDATORY SECTION (Amending WSR 23-04-004, filed 1/19/23, effective 2/19/23)

WAC 132H-122-030 Debt dispute and appeal. ~~((Students who believe that exigent circumstances exist, or an error occurred that may require reduction or removal of a debt, may submit an online appeal form, available on the enrollment services website, for review of the debt.))~~ Students may submit an appeal through the enrollment services website if they believe that an error has been made in the assessment of the debt, if they face undue hardship, or if other extenuating circumstances warrant reconsideration. Directions for appeal can be found on the enrollment services website. Appeals must be submitted within 180 calendar days from the end of the quarter where charges were incurred.