

OLYMPIC COLLEGE POLICY

TITLE: Withholding Services for Outstanding Debt

POLICY NUMBER: 600-01

Current and former students are expected to meet their financial obligations to the college. To the extent otherwise permitted by law, the college may initiate collection actions, may set off funds received from or on behalf of a student, and may deny or withhold admission to or registration at the college, the conferral of degrees or certificates, the issuance of academic transcripts, or the provision of other services, including refunds, for a student's failure to pay a debt owed to the college.

Notification.

1. Where an outstanding debt is owed to the college, the college shall notify the individual in writing of the amount of the outstanding debt and shall further explain that the services will not be provided until that debt is satisfied, unless it is stayed or discharged in bankruptcy. When the college exercises its right of set off, the college shall notify the person of the amount applied and balance due, if any.
2. The notice shall state that the individual has a right to a hearing 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 request for the hearing must be made within twenty days from the date of the notice.

Hearing procedure. Within ten working days of receiving a timely request for a hearing, the person designated by the president shall have the records and files of the college available for review and shall hold an informal hearing concerning whether the individual in fact owes any outstanding debt to the college. The hearing shall be a brief adjudicatory proceeding conducted in accordance with RCW 34.05.482 through 34.05.494. Within five working days of the hearing, the president's designee shall send a written decision to the individual indicating whether the debt is in fact owed and whether the college is correct in withholding services or applying set off for the outstanding debt.

Appeal procedure. An initial order issued under WAC 132C-122-030 may be appealed to the president. The appeal must be received in writing within twenty days from the date of the initial order and must clearly state errors in fact or matters in extenuation or mitigation which justify the appeal. The president's decision shall be final.

Construction. Nothing in this chapter shall be construed as a limitation upon the college in pursuing any lawful means to collect a debt owed by a non-student.

Recommended by David Mitchell
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Approved by President
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Approved by Board of Trustees
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