

GRAYS HARBOR COLLEGE
Operational Policy

Subject: WITHHOLDING SERVICES FOR OUTSTANDING DEBTS

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Operational Policy Number: 517

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If any person (including faculty, staff, student, or former student) is indebted to the institution for an outstanding overdue debt, the institution need not provide any further services of any kind to such individual, including but not limited to transmitting files, records, or other services which have been requested by any such person. The institution also reserves the right to offset any funds received from an individual against an outstanding overdue debt. The institution further reserves the right to develop individual voluntary arrangements for remittal of outstanding overdue debt.

Exceptions

RCW 28B.10.293 restricts institutions of higher education from withholding a student's official transcript as a tool for debt collection. Pursuant to RCW 28B.10.293, institutions of higher education may not refuse to provide an official transcript for a current or former student on the grounds that the student owes a debt, except the fee charged to provide an official transcript.

RCW 28B.10.293 prohibits institutions of higher education from withholding registration privileges as a debt collection tool, except for debts related to nonpayment of tuition fees, room and board fees, or financial aid funds owed.

If the institution chooses to withhold official transcripts or registration privileges as a tool for debt collection, the institution must disclose to students through a secure portal or email and the class registration process the following at the start of each academic term:

- (a) The amount of debt, if any, owed by the student to the institution;
- (b) Information on payment of the debt, including who to contact to set up a payment plan; and
- (c) Any consequences that will result from the nonpayment of the debt.

The institution must report on transcript and registration holds used as debt collection tools to the governor and the higher education committees of the legislature in accordance with RCW 28B.10.294.