

## Transcript/Diploma/Certificate Financial Hold Exemption Policy

This policy is in response to Colorado HB22-1049.

This policy applies to all current and former students, excluding foreign students as defined in C.R.S. 23-1-113.5., who have an outstanding debt for tuition, room and board, or other financial aid funds owed to the school and request a transcript, diploma, or certificate. This policy also describes when a student may be subject to a registration hold.

1. Individuals may be subject to a transcript, diploma, or certificate hold when such individual owes certain debts to the School for tuition, room and board fees, or financial aid funds.

Individuals will be subject to such a hold when they have not paid the balance of tuition 2 months after their last date of attendance. The balance owed can be sent to a third-party collection agency if the balance is more than \$250. If an individual is subject to such a hold, their transcripts, diplomas, or certificates will not be released unless an exemption applies as outlined in section 2 of this policy.

2. Exemptions are granted for individuals who can demonstrate that the transcript/diploma/certificate request is required for one of the following reasons:

- a. Job application
- b. Transferring to another postsecondary institution
- c. Applying for state, federal, or institutional financial aid
- d. Pursuit of opportunities in the military or national guard
- e. Pursuit of other postsecondary opportunities

3. Process and Procedure for Exemptions: Upon submission of a transcript/diploma/certificate

request and documentation to verify an exemption, Westland Beauty Academy will review the request and make a determination regarding whether or not an exemption exists, as outlined in section 2, above. If it is determined that the individual has a valid exemption, Westland Beauty Academy will release the requested transcript/diploma/certificate. If Westland Beauty Academy determines that the individual does not meet the exemption criteria, Westland Beauty Academy will provide a written explanation of the denial of the request within seven business days.

#### School Sample Transcript and Certificate Release Policy

4. There are no registration holds

5. Individuals have the option to establish a payment plan for an outstanding debt. An individual who wishes to establish a payment plan for a debt owed to Westland Beauty Academy should Contact owner Veronica Styles by Email - Westland Beauty Academy or Phone - 303-232-2039

6. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to [CSLSA@coag.gov](mailto:CSLSA@coag.gov).