

Transcript/Diploma/Certificate Financial Hold Exemption Policy

A. Purpose

This policy is in response to Colorado HB22-1049.

B. Scope

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.

C. Policy

1. Individuals may be subject to a transcript, diploma, or certificate hold when such individual owes certain debts to Designing Beauty Academy for tuition, room and board fees, or financial aid funds. Individuals will be subject to such a hold when tuition is not paid in full. The student will have up to three months after their last date of attendance to pay the outstanding balance before assigned to a third-party collection agency. The lowest amount of debt assigned to the collection agency will be \$300.00. 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, Designing 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, Designing Beauty Academy will release the requested transcript/diploma/certificate. If Designing Beauty Academy determines that the individual does not meet the exemption criteria, Designing Beauty Academy will provide a written explanation of the denial of the request within seven business days.
4. 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 Designing Beauty Academy, should contact: Jessica Martinac, owner/director jessica@designingbeautyacademy.com
6. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov.