

## **Academy Of Advanced Beauty Transcript/Diploma/Certificate Financial Hold Exemption Policy**

Date Adopted: September 26th, 2024

Date Revised:

### **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 the School for tuition, room and board fees, or financial aid funds. Individuals will be subject to such a hold when their balance remains unpaid for forty-five (45) days. Their balance must be Zero (\$0.00) before any certificate, diploma or transcript will be released. If it is not paid in full the account will be turned over to a third party agency for collection. If the student would like to arrange a payment plan to resolve the balance they can do so prior to the forty-five (45) day deadline. See section 5 for information. 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, the School 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, the School will release the requested transcript/diploma/certificate. If the School determines that the individual does not meet the exemption criteria, the School will provide a written explanation of the denial of the request within seven business days.
4. Registration Holds: Individuals will no longer be able to register or enroll for courses/classes if they have an outstanding balance that exceeds \$500.00 for forty-five (45) or more. At which time their account will be turned over to a third party agency for collection.

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 the School should contact: In State Agent: 720-365-3221. [info@academyofadvancedbeauty.net](mailto:info@academyofadvancedbeauty.net).
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).