

Transcript Withholding Pursuant to House Bill 22-1049

Pursuant to Subsection (4)(a) of Colorado House Bill 22-1049 and the Colorado Revised Statutes 23-5-113.5 the Colorado School of Trades' policy pertaining to the processes by which a student may obtain a transcript or degree and the circumstances under which a transcript or degree may be withheld pursuant to Subsection (2) of the aforementioned Bill from a former or current student who owes a debt to the Colorado School of Trades are outlined below.

Under CRS 23-5-113.5 the Colorado School of Trades may refuse to provide a transcript or degree to a current or former student on the grounds that the student owes a debt for tuition or financial aid funds. The Colorado School of Trades will not refuse to provide a transcript or diploma to a current or former student on the grounds that:

(I) the student owes a debt other than a debt for tuition or financial aid funds; or
(II) the student can demonstrate that the transcript or diploma is needed for one of the following exemptions:

- A job application
- Transferring to another postsecondary institution
- Applying for State, Federal or Institutional financial aid
- Pursuit to opportunities in the Military or National Guard
- Pursuit of other postsecondary opportunities
- (II) does not apply to foreign students

Students, both current and former, of the Colorado School of Trades must contact the Registrar (tami@schooloftrades.edu) to request transcripts or degrees. The Registrar will monitor agreed upon payment plans while students are enrolled in the program. The Registrar will also work on an individual basis with former students to implement a monthly payment plan that meets the personal budget of each student individually upon either separation or graduation from the institution. The Colorado School of Trades goes to great lengths to work with students, graduates and interrupts on any and all financial situations however, graduates and interrupts who have not made a payment plan with the Registrar upon separation or who are not current with those payments will be assigned to third-party collection if a debt of more than \$1000 is outstanding on the account.

With the exception of payments made to CST for the sole purpose of tuition (for example CH 33), any payments made to the student's account are first applied to tools and subsequently applied to tuition.

Students will not be allowed to register for third or fourth quarter sections of the program if debts owed to the school are not settled prior to the first full day of that academic quarter. If student debts pertaining to continuation into either the third or fourth quarter of the program are not current and paid in full upon the first day of the third or fourth quarter the student will be withdrawn from the program until such point that all outstanding debts for tuition are paid in full to the school.

Transcripts will not be withheld from any student who is currently enrolled in the program. Transcripts and degrees will be withheld from any graduate or interrupt who has any debts owed to the institution for tuition or financial aid funds over \$50 USD notwithstanding the student, graduate, or interrupt meets one of the exemptions of subsection (II) of this policy. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov.

If a graduate or former student who owes a debt for tuition or financial aid funds, they must fall into one of the exemptions from subsection (II). Graduates or interrupts who fall into one of the exceptions may request a transcript or degree through the Registrar either in person, by phone, or email. The graduate or interrupt must provide the Registrar with the email or physical address of the recipient that qualifies as an exemption. The Registrar will directly supply that exemption the transcript or degree.