

## Apex College of Veterinary Technology

### Transcript/Diploma/Certificate Financial Hold Exemption Policy

**Date Adopted:** 9/01/2024

**Date Revised:** 9/01/2024

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#### A. Purpose

This policy is established in response to Colorado House Bill 22-1049 to outline the conditions under which Apex College of Veterinary Technology may withhold transcripts, diplomas, or certificates due to financial obligations, as well as the process for exemptions.

#### B. Scope

This policy applies to all current and former students, except foreign students as defined in C.R.S. 23-1-113.5, who owe outstanding debt for tuition, room and board, or financial aid funds and request a transcript, diploma, or certificate.

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#### C. Policy

##### 1. Financial Hold Conditions

Apex College of Veterinary Technology may place a hold on transcripts, diplomas, or certificates when a student has an outstanding financial obligation related to tuition, room and board, or other fees. The hold is applied under the following conditions:

- o Payment is overdue beyond the due date specified in the Enrollment Agreement.
- o Debts exceeding **\$250** are eligible for third-party collection assignment after **60 days of non-payment**.

Students with financial holds will not be able to access their official transcripts, diplomas, or certificates unless an exemption applies (outlined below).

##### 2. Exemptions

Students or former students may request an exemption to release transcripts, diplomas, or certificates if the documentation is required for:

- o **Job application**
- o **Transfer to another postsecondary institution**

- o **Application for state, federal, or institutional financial aid**
- o **Opportunities within the military or national guard**
- o **Pursuit of other postsecondary education opportunities**

### 3. **Process for Requesting an Exemption**

- o Students must submit a written request for the release of their transcripts/diplomas/certificates, along with supporting documentation demonstrating the need for an exemption as outlined above.
- o Apex College will review the exemption request and issue a written decision within **seven business days**.
- o If approved, the requested document(s) will be released promptly. If denied, a written explanation will be provided.

### 4. **Registration Holds**

Students with outstanding debts will not be allowed to register for future courses or classes until the debt is settled. A hold will be placed on course registration for any amount of outstanding debt until full payment is made.

### 5. **Payment Plans**

Students with outstanding debts may request a payment plan. To establish a payment plan, students should contact the **Apex College of Veterinary Technology** at:

**Email:** [admin@apexcvt.edu](mailto:admin@apexcvt.edu)

**Phone:** (719) 375-8228

### 6. **Third-Party Collections**

When debts remain unpaid for **60 days**, they may be referred to a third-party collection agency. Once in collections, the student must resolve the debt directly with the collection agency to remove any financial holds.

### 7. **Complaints and Dispute Resolution**

Students wishing to dispute the financial hold or submit complaints related to HB22-1049 may contact the **Colorado Student Loan Ombudsperson** via email at **CSLSA@coag.gov**.

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#### **Contact Information for Policy-Related Questions:**

**Apex College of Veterinary Technology**

Administrative Office

**Email:** [admin@apexcvt.edu](mailto:admin@apexcvt.edu)

**Phone:** (719) 375-8228