

Cheeks Beauty Academy

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. Transcript, Diploma, or Certificate Hold

Individuals may be subject to a transcript, diploma, or certificate hold when such individual owes certain debts to Cheeks Beauty Academy for tuition, room and board fees, or financial aid funds. Individuals will be subject to such a hold when they owe an outstanding debt of \$100 or more for a period of 60 days or longer. 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

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 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, the Academy will release the requested transcript/diploma/certificate. If the School determines that the individual does not meet the exemption criteria, the Academy 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 owe an outstanding debt of \$100 or more for a period of 60 days or longer. The school may assign the debt to a third-party collection agency if the outstanding debt exceeds \$500.

5. Payment Plan Option

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 Academy should contact: Lisa Duffy Campus Manager Cheeks Beauty Academy/Loveland Campus.

6. Complaints

Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov.