Paul Mitchell The School Denver

TRANSCRIPT/DIPLOMA/CERTIFICATE FINANCIAL HOLD EXEMPTION POLICY

Date Adopted: July 30, 2024

Date Revised: July 30, 2024

1. Purpose

This policy is in response to Colorado HB22-1049.

2. 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, kit costs, overtime fees, or other financial aid funds owed to the school and request a certificate of completion/graduation. This policy also describes when a student may be subject to a registration hold.

3. Policy
    a. The school does not withhold transcripts, however individuals may be subject to a certificate of completio n/
    graduation hold when such individual owes certain debts to the School for tuition, kit fees, overtime or fina ncial
    aid funds. Individuals will be subject to a certificate of completion/graduation hold when the student defa ults on
    their payment plan or 30 days after withdrawal and/or completion the student may be assigned to a Collec tions Company. If an individual is subject to such a hold, their certificate of completion/graduation will not be released unless an exemption applies as outlined in section 2 of this policy.
4. Exemptions are granted for individuals who can demonstrate that the transcript/diploma/certificate request is required for one of the following reasons:
    - Job application
        - Transferring to another postsecondary institution
        - Applying for state, federal, or institutional financial aid
        - Pursuit of opportunities in the military or national guard
        - Pursuit of other postsecondary opportunities
    - Process and Procedure for Exemptions: Upon submission of a certificate of completion/graduation 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 certificate of completion/graduation. 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.
    - Debt-Based Registration Holds: Individuals will not be able to register for a new program or reenroll at the School unless they meet the re-entry requirements. In order to be accepted into a new program, or return to a program they were previously enrolled in, the student cannot be in collections and they have to make satisfactory arrangements for payment on any previous balance(s). Refer to the Re-Entry Policy in the school catalog.

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