

**WAC 132H-122-020 Student financial debt procedures.** (1) The college may take the following actions for nonpayment of outstanding student debt:

(a) Place a hold, on a student's account if they owe a debt for housing, financial aid, or tuition. A hold prevents enrollment for future quarters.

(b) Drop students for nonpayment of tuition and fees in excess of \$300 at any time.

(c) Refer past due debts that exceed \$100 to a collection agency. Unpaid charges and balances become past due after the tuition payment deadline of 30 days from the start of the quarter. The college will make no less than three attempts (two balance due notices and a final notice) to notify the student of the outstanding debt. Past due debts may be sent to a collection agency after 30 days have elapsed from the time the final notice was attempted.

(2) Prior to referral, students will receive notice via their Bellevue College email. The notice will include at a minimum the following information:

(a) The amount of the debt owed;

(b) The nature of the debt;

(c) Information on how to pay the debt;

(d) Contact information for the finance office and/or staff member who can provide more information, and/or set up a payment plan;

(e) The deadline for payment of the debt; and

(f) Any consequences that may result from nonpayment of the debt.

(3) Reporting requirements: The college follows the state reporting rules related to the use of holds, debt levels, and collection practices.

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 25-07-105, s 132H-122-020, filed 3/19/25, effective 4/19/25. Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. WSR 23-04-004, § 132H-122-020, filed 1/19/23, effective 2/19/23. Statutory Authority: RCW 28B.50.140. WSR 02-14-008, § 132H-122-020, filed 6/20/02, effective 7/21/02. Statutory Authority: Chapter 34.05 RCW and RCW 28B.50.140. WSR 92-19-054, § 132H-122-020, filed 9/10/92, effective 10/11/92.]