



COLLEGE OF AERONAUTICS AND TECHNOLOGY

Transcript and Registration Hold POLICY AND PROCEDURES

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| Department: | Revision History |
| Office of Student Accounts | 7/1/24 7/23/24 |
| Subject Matter | |
| Transcript, diploma, and course registration hold policy | |

EXECUTIVE SUMMARY

This policy outlines the conditions under which holds can be placed on a current or former student's transcripts, diplomas, or certificates due to outstanding debt. Additionally, it specifies circumstances that may result in a registration hold for students. The implementation of this policy is in accordance with Colorado House Bill 22-1049, ensuring compliance with state legislation. All campuses are approved by the State of Colorado (DPOS) either as an in-state or out-of-state location; therefore, the policy applies to all Spartan College locations.

POLICY AND PROCEDURES

This policy applies to all campuses regardless of physical location (state), 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. This policy is in response to Colorado HB22-1049.

1. Spartan College of Aeronautics and Technology does not withhold transcripts, diplomas, or certificates due to a debt owed to the College for tuition, room and board fees, or financial aid funds. A student in active status may request an unofficial transcript at the Student Records Office by presenting their valid school issued ID badge. To receive or send an Official Transcript elsewhere, the student must submit a Transcript Request via Parchment on the Spartan webpage at www.spartan.edu.
2. Registration Holds: A registration hold will be placed on the student's account if payments are not received within 60 days after the due date. This hold will prevent the student from registering for future classes until the outstanding balance is settled. Students with registration holds must resolve their outstanding balances in full or make alternative arrangements approved by the Office of Student Accounts.
Acceptable arrangements may include:

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- Full payment of the outstanding balance.
- Enrollment in a new or revised payment plan, subject to approval.

Spartan College does not use third-party collection agencies.

3. 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 College should contact: Office of Student Accounts at OfficeofStudentAccounts@Spartan.edu.
4. Colorado campus student complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov. Students from campuses located in other states should refer to the College Catalog for information about how to submit complaints.

POLICY MANAGEMENT

Applicability

This policy and procedure apply to Spartan College of Aeronautics and Technology campuses.

Reference Documents

College Catalog

Responsible Departments/Getting Help:

Office of Student Accounts

Policy and Procedure Authority:

Mike Smith, Executive VP Corporate Compliance & Chief Student Finance Officer

Associated Policy(s)

N/A