

# TIGI<sup>®</sup> HAIRDRESSING ACADEMY Legacy

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

### **Purpose**

This policy is in response to Colorado HB22-1049.

### **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.

### **Policy**

Individuals may be subject to a transcript, diploma, or certificate hold when such individual owes certain debts to the School for tuition, room and board fees, or financial aid funds. Individuals will be subject to such a hold when the student has not made a payment plan with the Assistant Academy Director/ Academy Director for debt owed to the Academy. The student must set up a payment plan within 30 days after their date of graduation/date of withdrawal/termination. Any debt owed to the Academy exceeding the amount of \$500.00 will be turned over to a third party collection agency upon failure to set up a payment plan with the Assistant Academy Director/ Academy Director in the time allotted. 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.

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 transcript/diploma/certificate 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 transcript/diploma/certificate. 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.

**Registration Holds:** Individuals will not be able to register for new programs or re-enroll if they do not meet the requirements to re-enroll. Students eligible for re-enrollment must already have settled all outstanding tuition balances owed to the academy for prior enrollment through the Assistant Academy Director/ Academy Director. Refer to the Re-enroll Policy in the catalog; TIGI HAIRDRESSING ACADEMY CATALOG 2023 VOLUME XVII.

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: Assistant Academy Director; Marie Dahlberg at (719) 390-9898 - [mdahlberg@tighairdressingacademy.com](mailto:mdahlberg@tighairdressingacademy.com) or Academy Director; Amanda Chandler at (719)390-9898 - [achandler@tighairdressingacademy.com](mailto:achandler@tighairdressingacademy.com)

Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to [CSLSA@coag.gov](mailto:CSLSA@coag.gov).