



AP 5035 Withholding of Student Records

References:

No Oregon statutory requirement

The designated Academic or Student Services Officer may withhold grades, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to Clatsop Community College. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the Clatsop Community College. A proper financial obligation does not include any unpaid obligation to a student organization.

Students who do not pay their term balance, or do not enroll in a payment plan, by the deadline are placed on Restriction which keeps them from registering for classes. Statements are issued via email and regular mail to students every 30 days during the term. Each notification includes clear instructions on whom to contact concerning their outstanding debt. With the 2nd notification, students are sent a "Petition for Refund" form to complete if there are extenuating circumstances about their account. With the 3rd notification, students are warned that if they do not respond within 10 days, their account will be turned over to a collection agency and a 19% penalty will be added to their balance.

Joint Policies & Procedures Committee Approval: February 12, 2025