

The Service updated this procedure to reflect changes to Title 5 Regulations that prohibit withholding grades or transcripts in an effort to collect a debt.

AP 5035 Withholding of Student Records for Nonpayment of Financial Obligations

Reference: ***Title 5 Section 59410***

Date Issued: November 5, 2012

Revised: [Board Date]
July 21, 2020

NOTE: If Districts withhold student records due to non-payment of fees, the following is **legally required**. Effective January 1, 2020, the Educational Debt Collection Practices Act prohibits Districts from withholding a transcript because the student owes a debt. Local procedure may be inserted. The following is an illustrative example that meets legal requirements.

The Grossmont-Cuyamaca Community College District (District) may withhold diplomas and/or registration privileges from any student or former student who fails to pay a proper financial obligation to the District. These privileges may be withheld until such time as the obligation is satisfied. The student shall be given written notification and the opportunity to explain if the financial obligation is in error. It is the students' responsibility to have current contact information on file for this notification to be sent either by mail, e-mail or both.

The definition of proper financial obligation shall include, but is not limited to:

- ~~Enrollment fee and other fees as detailed in AP 5030~~
- ~~Non-Resident Tuition~~
- ~~International student tuition or health insurance~~
- ~~Payment plan debt (deferred enrollment or non-resident tuition not paid timely)~~
- Student fees;
 - eObligations incurred through the use of facilities, equipment or materials
 - Library fines or unreturned library books
 - Materials remaining improperly in the possession of the student;
 - Aand/or any other unpaid obligation a student or former student owes to the District.
- A proper financial obligation does not include any unpaid obligation to a student organization.