



## **Access to Records/Transcript Request**

### **A. Purpose**

This policy is in response to Colorado HB22-1049.

### **B. 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 or other financial aid funds owed to the school and request a transcript or certificate. This policy also describes when a student may be subject to a registration hold.

### **C. Policy**

Individuals may be subject to a transcript or certificate hold when such individual owes certain debts to the School for tuition or financial aid funds. Individuals will be subject to such a hold when an unsuccessful arranged payment plan is not upheld for 6 months. An individual is subject to such a hold, their transcripts or certificates will not be released unless an exemption applies as outlined in section 2 of this policy.

1. Exemptions are granted for individuals who can demonstrate that the transcript/diploma/certificate request is required for one of the following reasons:
  - a. Job application
  - b. Transferring to another postsecondary institution
  - c. Applying for state, federal, or institutional financial aid
  - d. Pursuit of opportunities in the military or national guard
  - e. Pursuit of other postsecondary opportunities
2. Process and Procedure for Exemptions: Upon submission of a transcript/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/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.
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 School should contact: Student Care at [info@avedadenver.com](mailto:info@avedadenver.com) or 303.567.7500.
4. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to [CSLSA@coag.gov](mailto:CSLSA@coag.gov).