

## POLICY

CBC does everything possible to help you afford to reach your dreams. However, when your financial plan comes together, we do have to make sure you are holding up your fiscal responsibility while attending CBC. In fact, the Washington State Legislature is pretty clear about it in WAC 132S-90-025(12). In order to uphold this law, CBC appoints a group of representatives, called the Debt Review committee, to bring matters of debt to a timely conclusion. Please read our Debt Review Policy for details.

## APPEAL PROCEDURE

It is your right to request an appeal of any outstanding debt at CBC. You just have to submit this Debt Review Petition clearly stating your case (either an error on our part or extenuating circumstances in your life). This petition and any documentation you can provide has to be given to CBC within 21 days from the date included on the letter we sent notifying you of the amount you owe.

If you feel better about presenting your case in person, the Debt Review Committee will convene to hear your petition in person. Send an email to [debtreview@columbiabasin.edu](mailto:debtreview@columbiabasin.edu) within those 21 days mentioned in the last paragraph, and we will schedule a time for you to bring your case forward. You'll still need to include the Debt Review Petition and supporting documentation, but you'll have the chance to add your side of the story in a conversation with the committee.

The Debt Review Committee will provide a written decision within five business days of either meeting with you or reviewing your written appeal. If the committee decides to clear your debt, CBC will take all necessary steps to correct your account and reinstate all rights to services on campus. If you still owe the College money after the debt review process, the amount will need to be paid before services are reinstated.

If you do not agree with the Debt Review Committee's decision, you always have the right to make an appeal to the President within 10 business days of the written response, described in WAC Chapter 132S-20. Information on what must be included in this appeal can be found on the debt review web page.

Please contact the Executive Assistant to the Vice President for Student Services at 509-542-4449 or email [debtreview@columbiabasin.edu](mailto:debtreview@columbiabasin.edu) with any questions, comments or concerns.

## DIRECTIONS

Please complete the following requested information and submit the petition and support documentation at [debtreview@columbiabasin.edu](mailto:debtreview@columbiabasin.edu) or 2600 N. 20th Ave MS-A1 Pasco, WA 99301.

## PERSONAL INFORMATION

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Name

SID

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Address

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City

State

ZIP

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Email

Phone

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Year:

Quarter: Fall  Winter  Spring  Summer

*Please note: Debt Review Petitions must be filed within 21 business days from the date included on the first outstanding debt notification letter you receive.*

## OUTSTANDING DEBT

Describe your outstanding debt. If possible, include a copy of your debt notification letter with your supporting documentation.

## THE "DETAIL" SECTION

Please describe the situation that led to the debt accrual, focusing on pertinent facts and using as much detail as possible. Clearly reference any supporting documentation included.

## STUDENT ACKNOWLEDGEMENT

By submitting the petition, I certify the information I am providing on this form and any supporting documentation is true and accurate to the best of my knowledge. Submission of falsified information or misrepresentations of fact are in violation of the CBC Student Rights and Responsibilities document (WAC 132S-100-230) and may be cause for disciplinary action. I understand that if the documentation submitted with the petition is incomplete or lacks relevancy, my debt review request may be denied.

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Signature

Date

### Submit via email to:

[debtreview@columbiabasin.edu](mailto:debtreview@columbiabasin.edu)

### or mail to:

Columbia Basin College  
2600 N. 20th Avenue, MS-A1  
Pasco, WA 99301

 **EMAIL**  
[debtreview@columbiabasin.edu](mailto:debtreview@columbiabasin.edu)

 **PHONE**  
509.542.4449

 **WEBSITE**  
[columbiabasin.edu](http://columbiabasin.edu)

 **ADDRESS**  
2600 N. 20th Ave., MS-F1 Pasco, WA 99301