

DEBT REVIEW PETITION

POLICY OVERVIEW

CBC does everything possible to help you afford to reach your dreams. However 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 to bring matters of debt to a timely conclusion. Please read our Debt Review Policy for all the details.

INFORMAL APPEAL PROCEDURE

It is your right to request an informal 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 send notifying you of the amount you owe.

If you feel better about presenting your case in person, the Debt Review Committee (that group of CBC representatives tasked with taking care of these matters) will convene to hear your petition in person. Send an email to 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 a formal appeal to the President within 10 business days of the written response, described in WAC Chapter 132S-20.

We want you to pursue your educational goals here at CBC! And, while we know that college can be expensive, we want to provide every opportunity to help you hold up your end of the deal—including, if it comes to it, appealing debt that you may incur. Please contact the Executive Assistant to the Vice President for Student Services at 509-542-4449 or email debtreview@columbiabasin.edu with questions, comments or concerns.

DIRECTIONS

Please complete the following information, including as much detail and supporting documentation as possible. This petition may be submitted via email or regular mail.

PERSONAL INFORMATION

Name

SID

Address

City

State

ZIP

Email

Phone

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.

Signature

Date

Submit via email to:
debtreview@columbiabasin.edu
or mail to:
Columbia Basin College
2600 N. 20th Avenue, MS-A1
Pasco, WA 99301



EMAIL

debtreview@columbiabasin.edu



PHONE

509.542.4449



ADDRESS

2600 N. 20th Ave., Pasco, WA 99301



WEBSITE

columbiabasin.edu