

DEBT REVIEW PETITION



POLICY

The College expects that students who receive services for which a financial obligation is incurred will exercise responsibility in meeting those obligations as stated in WAC 132S-90-020(12). Appropriate college staff are empowered to act in accordance with regularly adopted procedures to carry out the intent of this regulation, and if necessary to initiate legal action to ensure that collection matters are brought to a timely and satisfactory conclusion. The Debt Review Policy may be reviewed at [\[link\]](#)

APPEAL PROCEDURE

When a student requests an appeal of an outstanding financial obligation before the Debt Review Committee. The petition must clearly state the extenuating circumstance or situation that justifies a forgiveness of the debt. The statement must also be accompanied by documentation or proof in support of the petition.

The Debt Review Petition and supporting documentation must be submitted to the office of the President within 21 days from the date on the outstanding debt notification letter. The Debt Review Committee meets twice per month (see columbiabasin.edu/DRCommitteeMeetingSchedule) and if the student chooses, may request to appear and present the facts or matters. The Debt Review Committee will render a decision in writing within five business days of the hearing or review.

DIRECTIONS

Please complete the following requested information and submit the petition and support documentation at debtreview@columbiabasin.edu or 2600 N. 20th Ave MS-A1 Pasco, WA 99301. This document must be typed.

PERSONAL INFORMATION

Name SID

Address

City State ZIP

Email Phone

Year Quarter Fall Winter Spring Summer

Please note the section in the Debt Review Policy that limits the Petition filing to 21 business days from the date on the outstanding debt notification letter.

OUTSTANDING DEBT

Briefly state the debt(s) that you are requesting to be reviewed. (maximum 300 characters)

THE "DETAIL" SECTION

Provide sufficient detail to justify a debt review. Focus on the pertinent facts and refer to the supporting documentation you will be submitting. (maximum 800 characters)

THE "CONCLUSION" SECTION

Provide any additional information that may be helpful to the committee in rendering a decision.
(maximum 300 characters)

STUDENT ACKNOWLEDGMENT

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*. I understand that if the documentation submitted with the petition is incomplete or lacks relevancy, my debt review request may be denied.

**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.*

SUBMISSION LOCATION

debtreview@columbiabasin.edu

OR

Columbia Basin College

2600 N. 20th Avenue, MS-A1

Pasco, WA 99301

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Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, Title IX, equal opportunity and affirmative action. CBC does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal (allowed by law) by a person with a disability, or any other prohibited basis in its educational programs or employment. Questions or complaints may be referred to the Colleges Title IX/EEO Coordinator: Camilla Glatt, Vice President for Human Resources & Legal Affairs, 2600 N. 20th Avenue, Pasco, WA 99301, telephone (509) 542-5548, email cglatt@columbiabasin.edu. Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability, and require an accommodation, please contact the CBC Resource Center at (509) 542-4412 or the Washington Relay Service at 711 or 1-800-833-6384. This notice is available in alternative media by request.