

Note: This procedure is **legally required**, if Districts withhold student records due to non-payment of fees. Local procedure may be inserted.

New – GCCCD Procedure

DCEC Approved–10/22/12
DEC Reading–11/5/12

**AP 5035 Withholding of Student Records for
Non-payment of Financial Obligations**

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

Date Issued:

The Grossmont-Cuyamaca Community College District (District) may withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/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.