



**SOLAR ENERGY  
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## **Transcript/Diploma/Certificate Financial Hold Exemption Policy**

Date Adopted: July 16, 2024

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

### **C. Policy**

Solar Energy International maintains a policy of withholding transcripts or certificates of any individual who owes a debt to the school and placing registration holds, unless an exemption exists as outlined in this policy.

1. Individuals may be subject to a transcript, diploma, or certificate hold when such individual owes certain debts to the School for tuition, room and board fees, or financial aid funds. Individuals will be subject to such a hold when a balance of any amount exists on the account. A balance of \$500 remaining on an account longer than 120 days will be assigned to a third-party collection agency. If an individual is subject to such a hold, their transcripts, diplomas, or certificates will not be released unless an exemption applies as outlined in section 2 of this policy.
2. 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



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39845 Mathews Lane, Paonia, CO 81428

phone: 970-527-7657 | fax: 970-527-7659 | email: [sei@solarenergy.org](mailto:sei@solarenergy.org) |

[www.solarenergy.org](http://www.solarenergy.org)



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3. **Process and Procedure for Exemptions:** Upon submission of a transcript/diploma/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/diploma/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.
4. **Registration Holds:** Individuals will no longer be able to register or enroll for courses/classes if they have an unpaid balance of any amount on their account for delivered courses, materials or fees. The registration hold will remain until the applicable balance is paid in full. A balance of \$500 remaining on a student account for longer than 120 days will be assigned to a third-party collection agency.
5. 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: SEI Student Services Department at, [seionline@solarenergy.org](mailto:seionline@solarenergy.org) or 970-527-7657 Option 1.
6. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to [CSLSA@coag.gov](mailto:CSLSA@coag.gov).



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