

JBe Beauty Training Studio
Transcript/Diploma/Certificate Financial Hold Exemption Policy

Date Adopted: 7/30/2024

Date Revised: 7/24/2026

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

1. Individuals may be subject to a transcript, diploma, or certificate hold when such individual owes certain debts to the School for tuition. Individuals will be subject to such a hold when the student's tuition balance has not been paid in full by the final exam of the training period. Students who are on a JBe Beauty Training Studio payment plan are exempt from this requirement. Any outstanding balance that is more than 60 days past due will be transferred to a 3rd party debt collector. Outstanding debt \$300.00 or greater will be subject to submission to a 3rd party debt collector if the balance reaches 60 days past due. 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
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 the student has an outstanding balance of \$300.00 or greater.

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: JBe Beauty Training Studio LLC at 303-725-6689
6. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov.