



Transcript & Certificate Hold

Policies and Procedures

Executive Summary

This policy outlines the conditions under which holds can be placed on a current or former student's transcripts, diplomas, or certificates due to outstanding debt. Additionally, it specifies circumstances that may result in a registration hold for students. The implementation of this policy is in accordance with Colorado House Bill 22-1049, ensuring compliance with state legislation. All campuses are approved by the State of Colorado (DPOS) either as an in-state or out-of-state location; therefore, the policy applies to all US-based Blackfox Training Institute locations.

Policy and Procedures

This policy applies to all campuses regardless of physical location (state), 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. This policy is in response to Colorado HB22-1049.

1. Blackfox Training Institute does not withhold transcripts, diplomas, or certificates due to a debt owed to the School for tuition, room and board fees, or financial aid funds. A student may request a transcript of their training records by contacting Blackfox in person or through the Contact Us form on www.blackfox.com.
2. Registration Holds: A registration hold will be placed on the student's account if payments are not received within 60 days after the due date. This hold will prevent the student from registering for future classes until the outstanding balance is settled. Students with registration holds must resolve their outstanding balances in full or make alternative arrangements approved by the Blackfox finance department. Acceptable arrangements may include:
 - a. Full payment of the outstanding balance.
 - b. Enrollment in a new or revised payment plan, subject to approval. Blackfox Training Institute does not use third-party collection agencies.
3. Students 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: Tanya Ward at tanyaw@blackfox.com
4. Colorado campus student complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov. Students from campuses located in other states should refer to the Course Catalog for information about how to submit complaints.