



Past Due Debt Policy

(Willowbrook, IL)

Purpose of Policy

ETI School of Skilled Trades pledges to stay in compliance with all local, state, federal and accrediting agency requirements. The Illinois office of Higher Education, has published the (a)* **(110 ILCS 66/30) Past Due Debt Policy** (1) (a) This act requires the school to not withhold a transcript or diploma from a current or former student that owes a debt for any of the following reasons, per **(110 ILCS 66/15)**;

- a. to complete a job application;
 - b. transfer from one institution of higher education to another;
 - c. apply for State, federal, or institutional financial aid;
 - d. join the United States Armed Forces or Illinois National Guard; or
 - e. pursue other postsecondary opportunities;
- 2) may not condition the provision of an official transcripts to a current or potential employer on the payment of a debt, other than the fee charged to provide the transcript; and
- 3) may not charge a higher fee for providing an official transcript or provide less favorable treatment for such a request because a current or former student owes a debt.

ETI School of Skilled Trades Past Due Debt Policy & Procedures

Any current or former student that owes a debt to the school may have their transcript and/or diploma withheld if the current student is not current on their payments and if the former student is more than 90 days past due, after multiple attempts to collect. A former student's debt may be turned over to a third-party collection agency after the 90 day past due period. Current or former students that wish to file a complaint, may do so in writing to the Campus President and/or the Attorney General's student loan ombudsperson by visiting <https://illinoisattorneygeneral.gov/File-A-Complaint/>.