

Pilates Career Institute policy for unpaid tuition.

PCI school policy which outlines the process by which a student may obtain a transcript or certificate/diploma and the circumstances under which a transcript or certificate/diploma may be withheld:

- To obtain a transcript or Certificate of Completion from Pilates Career Institute, contact the school director at Pilatescareerinstitute@gmail.com.
- There is no fee to receive a copy of the transcript but allow 10 days for the transcript to be sent.
- If tuition has not been paid in full by the time of successful completion of all requirements for a Certificate of Completion, PCI will allow a payment plan to be established until tuition is paid in full.
- 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.
- 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
- Students that have not paid the required tuition during classes will be given a grace period of 2 weeks and allowed to continue to participate in classes.
- All tuition needs to be paid in full before a Certification of Completion is issued. PCI will not use a 3rd party to collect unpaid tuition but will work with the student by creating a mutually agreed upon payment plan until all tuition is paid.
- Any complaints or discussion of issues regarding unpaid tuition should be sent to the school director at Pilatescareerinstitute@gmail.com who will review the issue and respond within 10 days of receiving the complaint.
- Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov.