

THE BUFFALO LEADERSHIP ACADEMY

Transcript/Diploma/Certificate Financial Hold Exemption Policy

Date Adopted: 7/16/2026

Date Revised:

A. Purpose

This policy is in response to Colorado HB22-1049.

B. Scope

This policy applies to all current and former students of The Buffalo Leadership Academy, excluding foreign students as defined in C.R.S. § 23-1-113.5, who have an outstanding debt for tuition or other program fees owed to the Academy 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 Academy for tuition or other program fees. Individuals will be subject to such a hold when initial fees or tuition is not paid in full, academic standards are not achieved, or they violate any of the Buffalo Leadership Academies policies. 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
 - f. ICF Certification Exam or tracking
3. Process and Procedure for Exemptions: Upon submission of a transcript/diploma/certificate request and documentation to verify an exemption, the Academy 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 Academy will release the requested transcript/diploma/certificate. If the Academy determines that the individual does not meet the exemption criteria, the Academy 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 in a future cohort or program if the individual has dropped or been dropped from the course more than 2 separate times.
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 Academy should contact the Program Director at thearne@mytitaniumlc.com or (760) 505-4456.

6. Complaints pertaining to HB22-1049 may be submitted to the Colorado Student Loan Ombudsperson via email to CSLSA@coag.gov.