

# Oregon Tech's Policy on Releasing Diplomas and Transcripts

Oregon Tech may place a "hold" on the release of a student's Diploma, Transcripts, or other instruments of Degree Confirmation/Verification, in either of the following circumstances (with exceptions to cases involving Bankruptcy):

A. The student has not satisfied a debt with the school that may include, but not be limited to, charges such as:

- Tuition and Fees
- Housing and Meal Plan charges
- All other misc. fees charged to student accounts
- Emergency Loans
- Bookstore charges

B. The student has not completed an exit interview for all educational loans received while attending Oregon Tech.

- Exit interviews for: Federal Perkins, Matthew, Matthews Supplemental, Yates, OIT, Boyer, Vascular, and MIT loans, will be sent directly to the student's Oregon Tech email address from Heartland ECSI (Oregon Tech's third party loan servicer) on behalf of Oregon Tech.

Website: <https://heartland.ecsi.net/>

Phone #: (888) 549-ECSI (3274)

School Code for Oregon Tech: 82 – You will also need your SID/SSN to obtain a pin #

If you have any questions, call, visit, or email

Business Affairs Office

Snell Hall, Room 116

(541) 885-1202

[cashier@oit.edu](mailto:cashier@oit.edu)

- Exit counseling for Stafford loans need to be completed online at [www.studentloans.gov](http://www.studentloans.gov).

If you have any questions, call, visit, or email

Financial Aid Office

College Union

(541) 885-1280

[dollars@oit.edu](mailto:dollars@oit.edu)

C. The student defaults on an educational debt.

Please check your Oregon Tech email monthly for a statement indicating a balance due on your account. You may also check Web for Student to be certain that your diploma and/or transcripts will not be held because you either owe a balance on your account or you have not completed an exit interview.

Students with a hold for the above reasons will be allowed one unofficial transcript. It will be marked as unofficial and is not printed on Oregon Tech letterhead.

## Oregon Institute of Technology

Office of Business Affairs (541) 885-1202, Fax (541) 885-1115  
3201 Campus Drive, Klamath Falls, OR 97601-8801