



Reference: *Education Code Section 72502;*  
*Government Code Sections 900 et seq., 910 et seq., and 935*

### Authority

This Administrative Procedure is enacted pursuant to Section 935 of the California Government Code.

### Claims Required

All claims against the West Hills Community College District for money or damages not otherwise governed by the Tort Claims Act, California Government Code Sections 900 et seq., or another state law (hereinafter in this procedure, "claims") shall be presented within the time and in the manner prescribed by Part 3 of Division 3.6 of Title 1 of the California Government Code (commencing with Section 900 thereof) for the claims to which that part applies by its own terms, as those provisions now exist or shall hereafter be amended, and as further provided by this administrative procedure.

### Form of Claim

All claims shall be made in writing and signed by the claimant or by his or her guardian, conservator, executor or administrator. No claim may be presented on behalf of a class of persons unless verified by every member of that class as required by this section. In addition, all claims shall contain the information required by California Government Code Section 910.

### Claim Prerequisite to Suit

In accordance with California Government Code Sections 935(b) and 945.6, all claims shall be presented as provided in this section and acted upon by the district prior to the filing of any suit on such claims, and no such suit may be maintained by a person who has not complied with the requirements of this administrative procedure.

### Suit

Any action brought against the West Hills Community College District upon any claim or demand shall conform to the requirements of Sections 940-949 of the California Government Code. Any action brought against any employee of the West Hills Community College District shall conform with the requirements of Section 950-951 of the California Government Code.

Board approval date: 2/21/06  
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