NAME_DISPLAY   SIS ID: EMPLID
ADDRESS1   Collection ID: COLLECTION_ID
ADDRESS2
CITY, STATE POSTAL

FIRST MAILED NOTICE

Dear NAME_DISPLAY,

I am writing regarding an outstanding past due balance on your University of Virginia student account. According to our records, you have a total balance due to the University in the amount of   . Of this amount,   is overdue by more than 120 days. This debt has been assigned to the internal UVA Collections Department. We are enclosing a statement for your convenience.

There are several payment options available to you. The most convenient method is online via UVAPay.

- Log into UVAPay via SIS (**student**: http://www.virginia.edu/sis) or authorized user portal (UVAPay **authorized user**: https://virginia.myonplanu.com/login). Please contact the Help Desk at 434.924.4357 for any password issues.

Accessing UVAPay allows you to pay by:
- **payment plan –** you can set up monthly installments to resolve your balance.
- **electronic check/ACH payments** are FREE and must be drawn on standard U.S. checking or savings accounts (routing and account numbers required).
- **credit/debit card** payments incur a 2.75% service fee.

You can also pay by **physical check or money order** mailed to PO Box 400204 Charlottesville, VA 22904. If you choose to pay by check, please include your SIS ID (indicated at the top of this letter) on the memo line of your check. For security and privacy reasons, we cannot accept payment over the phone.

For more information, please visit: sfs.virginia.edu/collections or email sfs@virginia.edu or call us at 434.982.6000.

Please remit payment in full or enroll in a payment plan within thirty (30) days of the date of this letter. If you have already sent us your payment, please disregard this reminder.

Thank you very much for your attention to this matter.

Sincerely,

Trudy J. Taylor
Assistant Director | UVA Collections
University of Virginia | Student Financial Services