



<<Insert DATE>>

NAME_DISPLAY
ADDRESS1
ADDRESS2
CITY, STATE POSTAL

SIS ID: EMPLID
Collection ID: COLLECTION_ID

FINAL MAILED NOTICE: COLLECTION AGENCY ASSIGNMENT

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 . This debt has been assigned to the UVA Collections Department. As our most recent letter advised, failure to pay would result in further collection action in accordance set forth by the Code of Virginia §2.2-4806 (<https://law.lis.virginia.gov/vacode/title2.2/chapter48/>). Enrollment into a payment plan or payment in full is required to prevent your account from being sent to an outside collection agency. This letter is the final notice you will receive from our office. (**Note: balances less than \$50 will not be referred to an outside agency. However, the UVA transcript hold will remain effective until the balance is resolved.**)

Please remit payment in full by ; otherwise, the debt will be assigned to an outside collection agency. If assignment occurs, the amount owed will be *increased* to cover collection costs. Collection costs could be as much as an additional 50% above your debt. Your debt will also be reported to the various credit bureaus and may remain on your credit history for seven years, even after the debt is paid. A delinquency on your credit history could adversely affect your credit rating.

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 SIS password issues.

Accessing UVAPay allows you to pay by:

- **Payment plan:** you can enroll in an online payment plan for monthly installments to resolve your balance.
- **E-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.
- **International & domestic wire** payments: executed through Flywire via UVAPay.

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.

Additionally, state regulations require us to submit your debt to the Commonwealth of Virginia Set-Off Debt Collection Program (SODC). This program permits the University to deduct the amount you owe to us from any refunds you may be due from the Commonwealth of Virginia or any Virginia State agency, including but not limited to tax refunds and lottery winnings.

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

Thank you very much for your attention to this matter.

Trudy J. Taylor

Assistant Director | Student Account Operations
University of Virginia | Student Financial Services