



<<Insert DATE>>

NAME\_DISPLAY  
ADDRESS1  
ADDRESS2  
CITY, STATE POSTAL

SIS ID: EMPLID  
Collection ID: COLLECTION\_ID

SECOND 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 . This debt has been assigned to the internal UVA Collections Department. Previously, a statement was sent to this address with detailed charges owed to the University. Failure to pay may result in further collection actions in accordance set forth by the Code of Virginia §2.2-4806 (<https://law.lis.virginia.gov/vacode/title2.2/chapter48/>). (**Note: balances less than \$50 will not be referred to an outside collection agency. However, the transcript hold will remain effective until the balance is resolved.**)

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** payments: executed through Flywire via UVAPay.
- **Domestic Wire** transfers: 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. For security and privacy reasons, we cannot accept payment over the phone.

For more information, please visit: [sfs.virginia.edu/collections](https://sfs.virginia.edu/collections) or email [sfs@virginia.edu](mailto: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 | Student Account Operations  
University of Virginia | Student Financial Services