

Date

Name

Address 1

Address 2

City, State and Zip

Dear (first name),

The University of Cincinnati (UC) has made several attempts to contact you regarding the outstanding balance on your student account in the amount of \$X,XXX.XX. You may view your itemized charges by selecting "View Semester Bill" from the "My Finances" tile in Catalyst.

The purpose of this letter is to notify you that UC will be placing your student account balance with the Ohio Attorney General's Office for collections. It is important you **contact this office within thirty (30) days of this letter** to activate an affordable payment plan. If you fail to activate a payment plan and make your first payment within 30 days, your account will be sent to the Ohio Attorney General's Office for collections. Once an account has been transferred to the Ohio Attorney General's Office, payment plans are no longer available with the UC.

Be advised that State law requires UC to turn over unpaid tuition accounts to the Ohio Attorney General's Collection Enforcement Office for collection. That office will immediately assess an additional 10% in Attorney General fees and interest, as mandated by state law. Continuing to disregard the bill after it goes to the Attorney General's Office typically results in additional collection and legal costs.

Should you have questions or to prevent referral to the Attorney General's Office, please contact our office by calling (513) 556-3431 to discuss your repayment options.

Sincerely,

University of Cincinnati
Office of the Bursar, Loans & Collections
(513) 556-3431