

[Date]

[Student Name]
[Student ID Number]
[Address Line 1]
[Address Line 2]

RE: NOTICE OF DEFAULT ON TUITION PAYMENT PLAN

Dear [Student Name],

This letter serves as formal notice that your educational tuition account is currently in default. As of [Date], our records indicate that you have failed to make the scheduled payment(s) due under the terms of your Tuition Payment Plan agreement dated [Date of Agreement].

Account Summary:

- Past Due Amount: \$[Amount]
- Late Fees: \$[Amount]
- Total Outstanding Balance: \$[Total Amount]
- Original Due Date: [Date]

Please be advised that according to the terms of your agreement, failure to remedy this default within [Number] days of this notice may result in the following actions:

- Immediate cancellation of your payment plan.
- Requirement to pay the full remaining semester balance immediately.
- Administrative withdrawal from current classes.
- Placement of a financial hold on your student account, preventing registration, graduation, and the release of official transcripts.
- Referral of the account to an external collection agency.

To bring your account back into good standing, please submit the Total Outstanding Balance by [Deadline Date] via [Payment Method/Portal Link].

If you have already made this payment, please disregard this notice. If you are experiencing extreme financial hardship and wish to discuss a temporary resolution, please contact the Financial Services Office immediately at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Official]
[Title]
[Institution/Billing Department Name]