

June 25, 2009

Student name
Address
Address

Dear Student (name specified):

We are currently going through an extensive effort to update school records. During this process, it was determined that you owe a balance for unpaid registration fees from previous semesters. Our records indicate that the total amount due the School of Continuing Education for unpaid registration fees total \$50.00. The detail of this outstanding balance is attached for your review.

We have made arrangements with the State Controller's Office to collect this amount if it is not voluntarily settled within 30 days from the date of this letter. After this period, we will submit your name to the Franchise Tax Board for an offset against funds payable to you. Please note that California State Government Code Sections 12419.2, 12419.7, 12419.9, 12419.10 and 12419.11 authorize the Office of the State Controller and the FTB to collect money owed from state tax refund and/or California Lottery prize, and redirect these to pay the individuals' debts owed to the agencies/colleges.

If you recognize this debt, kindly send your payment at your earliest convenience to:

The School of Continuing Education
315 E. Wilshire Avenue Bldg. 300
Fullerton, CA 92832
(Attn: Name of Account Clerk)

If this billing is in error, kindly resolve this by contacting me at (714) XXX-XXXX.

If you object to any part of the billing, you can send your objections and related documentation to the above address within the 30 day period. Upon receipt of your objections, a college representative will review your case. If the representative determines that the offset is in error, the offset request will be withdrawn. If no objections are received or are considered to lack merit, we will proceed with this action.

Thank you very much for your prompt attention to this matter. Our goal is to assist you with clearing your balance so that we may further assist you with your educational, career related or personal enrichment goals through our selection of quality courses, learning opportunities, and student services.

Sincerely,

Melda Lara
Account Clerk II
School of Continuing Education