University of Delaware
Payroll Deduction Authorization Form
For Graduate Students on Contract
Fall 2013

All Full-Time Graduate Students on Contract are responsible for three fees – Student Center Fee ($119), the Student Health Service Fee ($252), and the Graduate Recreation Fee ($50) for a total of $421 for the Fall 2013 semester. International students are also required to pay the International Student Service Fee ($100). Read the steps below and answer all the questions to indicate how you will pay for these charges.

### Step 1.

<table>
<thead>
<tr>
<th>For US CITIZENS/PERMANENT RESIDENTS</th>
<th>For INTERNATIONAL STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have financial aid (i.e., loan or other university scholarship) pending disbursement to your student account?</td>
<td>I would like to pay for my fees through (choose one):</td>
</tr>
<tr>
<td>□ YES -&gt; DO NOT USE THIS FORM</td>
<td>□ PAYROLL DEDUCTION</td>
</tr>
<tr>
<td></td>
<td>I authorize the University of Delaware to deduct the amount indicated below from my salary in payment for semester student fees. If the full amount is not collected prior to the termination of my UD employment, I will assume responsibility for any balance. Proceed to Step n2.</td>
</tr>
<tr>
<td></td>
<td>Student Center Fee ($119)</td>
</tr>
<tr>
<td></td>
<td>Student Health Fee ($252)</td>
</tr>
<tr>
<td></td>
<td>Graduate Recreation Fee ($50)</td>
</tr>
<tr>
<td></td>
<td>Mandatory Medical Insurance ($92)</td>
</tr>
<tr>
<td></td>
<td>International Student Service Fee ($100)</td>
</tr>
<tr>
<td>□ NO -&gt; CHOOSE ONE:</td>
<td>□ FULL PAYMENT</td>
</tr>
<tr>
<td></td>
<td>I confirm payment in full has or will be made at <a href="http://www.udel.edu/paybill">www.udel.edu/paybill</a> prior to the August 15, 2013 deadline. Proceed to Step 3.</td>
</tr>
</tbody>
</table>

### Step n2

Sign and date this form and send it to the Payroll Office, 413 Academy Street, Room 268, Newark, DE 19716 by August 15, 2013. **Forms received after this date will not be processed.**

Signature: ____________________________ Date: ____________________