

**University of Delaware  
Authorization for Payroll Deduction  
For Graduate Students on Contract  
Spring 2013**

All Graduate Students on Contract are responsible for two fees – Student Center Fee (\$119) and the Student Health Center Fee (\$252) for a total of \$371 for the Spring 2013 semester. International students are also required to pay for the Mandatory Medical Insurance (\$159) and International Student Service Fee (\$100). Read the steps below and answer all the questions to indicate how you will pay for these charges.

Student ID Number		Campus Department	
Name			
Local Address		Daytime phone	

**Step 1.**

For US CITIZENS/PERMANENT RESIDENTS	For INTERNATIONAL STUDENTS
Do you have financial aid (i.e., loan or other university scholarship) pending disbursement to your student account?	I would like to pay for my fees through (choose one):
<input type="checkbox"/> YES -> DO NOT USE THIS FORM	<input type="checkbox"/> PAYROLL DEDUCTION
	<input type="checkbox"/> 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 2. Student Center Fee (\$119) Student Health Fee (\$252) Mandatory Medical Insurance (\$159) International Student Service Fee (\$100)
<input type="checkbox"/> NO -> CHOOSE ONE:	<input type="checkbox"/> FULL PAYMENT
<input type="checkbox"/> 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 January 31, 2013 deadline. Proceed to Step 3.  <input type="checkbox"/> I authorize the University of Delaware to deduct the amount indicated above from my salary in payment for the semester student fees. If the full amount not collected prior to the termination of my UD employment, I will assume responsibility for any balance. Proceed to Step 2.	<input type="checkbox"/> 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 January 31, 2013 deadline. Proceed to Step 3.

**Step 2.** (For students requesting Payroll Deduction) Complete the [UD Non-Payment Certification Form](#) at [www.udel.edu/nopayment](http://www.udel.edu/nopayment) by January 31, 2013 to verify that you are covering your balance with payroll deduction to avoid late fees. NOTE: The payroll deduction will be over four pays. You will continue to receive a monthly billing statement showing your deduction schedule until your account balance turns to zero. Proceed to Step 3.

**Step 3.** Sign and date this form and send it to the Payroll Office, 413 Academy Street, Room 268, Newark, DE 19716 by **January 31, 2013**. **Forms received after this date will not be processed.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_