

**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.

| | | | |
|-------------------|--|-------------------|--|
| 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) Graduate Recreation Fee (\$50) Mandatory Medical Insurance (\$92) 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 www.udel.edu/paybill prior to the August 1, 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 www.udel.edu/paybill prior to the August 1, 2013 deadline. Proceed to Step 3. |

Step 2. (For students requesting Payroll Deduction) Complete the [UD Non-Payment Certification Form](http://www.udel.edu/nopayment) at www.udel.edu/nopayment by August 1, 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 August 1, 2013. **Forms received after this date will not be processed.**

Signature: _____ Date: _____