

**UNIVERSITY OF DELAWARE
AUTHORIZATION FOR PAYROLL DEDUCTION
FOR GRADUATE STUDENTS ON CONTRACT
Fall 2008**

Student ID Number _____ Campus Department _____
 Name (Please print clearly) _____
 Local Address _____ Daytime phone _____

All Graduate Students on Contract are responsible for two fees – Student Center Fee (\$110) and the Student Health Fee (\$233) for a total of \$343 for the Fall 2008 semester. Read the steps below and answer all questions to indicate how you will pay for these two charges.

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
Complete the UD Non-Payment Certification Form at www.udel.edu/nopayment by August 1, 2008 to verify that you have enough financial aid to cover your balance due.	_____ I authorize the University of Delaware to deduct the amount indicated above from my salary in payment for semester student fees. If the full amount of the semester student fees is not collected prior to the termination of my UD employment, I will assume responsibility for any balance. Proceed to Step 2.
<input type="checkbox"/> NO → CHOOSE ONE	<input type="checkbox"/> FULL PAYMENT
_____ I confirm payment in full has or will be made at www.udel.edu/paybill prior to the August 1, 2008 deadline. Proceed to Step 3. _____ I authorize the University of Delaware to deduct the amount indicated above from my salary in payment for semester student fees. If the full amount of the semester student fees is not collected prior to the termination of my UD employment, I will assume responsibility for any balance. Proceed to Step 2.	_____ I confirm payment in full has or will be made at www.udel.edu/paybill prior to the August 1, 2008 deadline. Proceed to Step 3.

Step 2. (For students requesting Payroll Deduction)

- a) Complete the UD Non-Payment Certification Form at www.udel.edu/nopayment by August 1, 2008 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.
- b) Proceed to Step 3.

Step 3. Sign and date this form and send to the **Payroll Office, 413 Academy St., Room 268, Newark DE 19716** by September 5, 2008.

Signature: _____ **Date:** _____