PAYROLL DEDUCTION AUTHORIZATION FORM

Students may choose to dedicate all or part of their bi-weekly work-study earnings paycheck to their tuition account. The amount pledged toward the account will be protected from late fees while the student is paying these funds to her account. Pledged amounts should be reasonable amounts that the student is expecting to earn. Pledged amounts not earned by the end of the semester may be owed by the student. Pledged amounts must exceed $100/semester. There are two options available. (Please note: Deductions will continue if you earn over Interterm.)

I, ____________________________________________ (name, print clearly),

ID # _________________________, choose:

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OPTION 1 - FULL DEDUCTION

Please deduct my entire work-study earnings and pay them toward my tuition account each payroll until I reach a total of $___________.

_____ Check here if you’d like it divided evenly by semester

_____ Check here if you’d prefer $________ for the fall and $______ for the spring

*Please use dollar amounts. Percentages will not be accepted.

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OPTION 2 - PARTIAL DEDUCTION

Please deduct only part of my work-study earnings and pay them toward my tuition account each payroll until I reach a total of $________________.

Deduct $___________ per check.

_____ Check here if you’d like it divided evenly by semester

_____ Check here if you’d prefer $________ for the fall and $_______ for the spring

*Please use dollar amounts. Percentages will not be accepted.

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_____ Please CANCEL my payroll deduction authorization.

For any of the above designations, sign your approval here:

Signed ____________________________ Date ____________________

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For Office Use Only:

Fall Memo Amount $__________ Spring Memo Amount $__________

Staff Initials: ________ Date:________ Staff Initials: ________ Date:________

Copy to Payroll: ________