

Graduate Student Tuition Payroll Deduction Plan

Tuition & fees are due by the 1st day of classes, January 9, 2012. Take advantage of the easy payment plan and have your tuition and other fees deducted by Payroll Services for a nominal fee of \$8.00.

Complete the authorization form in Payroll Services during the enrollment period Friday, 1/6/12 through Monday, 1/23/12.

To Be Eligible for Payroll Deduction:

- ◆ Be appointed at least 50% or greater for the entire semester as either a:
 - Research Assistant
 - Teaching Assistant
 - Project Assistant
 - Staff Assistant
 - Vet Assistant
- ◆ Be enrolled at least 10 credit hours
- ◆ Maintain a 'B' grade point average

Authorization for grad payroll deduction is for one semester only.

Authorize Payroll Deduction for these fees:

Residual Tuition	\$550.00
Full Tuition (if no waiver from Dept)	\$5,094.00
Student Recreation Center Fee	\$147.00
Health & Wellness Fee	\$139.00
Pullman Transit	\$25.28
Cub Renovation Fee	\$120.00

Late fees will be applied against unpaid account balances the night of 1/23/12 so sign up early. **Deadline to authorize payroll deduction** is 1/23/12.



Paydays for Fall Semester

01/25/12	03/09/12	04/25/12
*02/10/12	03/26/12	05/10/12
02/24/12	04/10/12	05/25/12

* Grad Payroll Deduction for tuition & fees starts on this paycheck.

Where's My Authorization Form?

Employing departments complete an appointment add in Perms to put you on the payroll.

Transaction is routed electronically to Graduate School, then Human Resources and then Payroll Services.

Once your appointment has been added to the payroll system, Payroll Services will create an individual authorization form based upon your salary and funding source.

The first payroll deduction comes out of the 2/10/12 paycheck.

Payroll Services is located in room 236, French Admin Building, Pullman Campus, payroll@wsu.edu (509) 335-1277