

Payroll Deduction for Student Fees Instructions

Graduate students on assistantships have the option to enroll for payroll deduction to pay their student fees. Please note this option is not available to students on Fellowships as they are not paid through the Payroll system. This is not a pre-tax deduction. Payments will be deducted from the student's stipend starting with the **September 17th paycheck** over six pay periods. If the appointment is terminated, any outstanding fees balance must be paid in full.

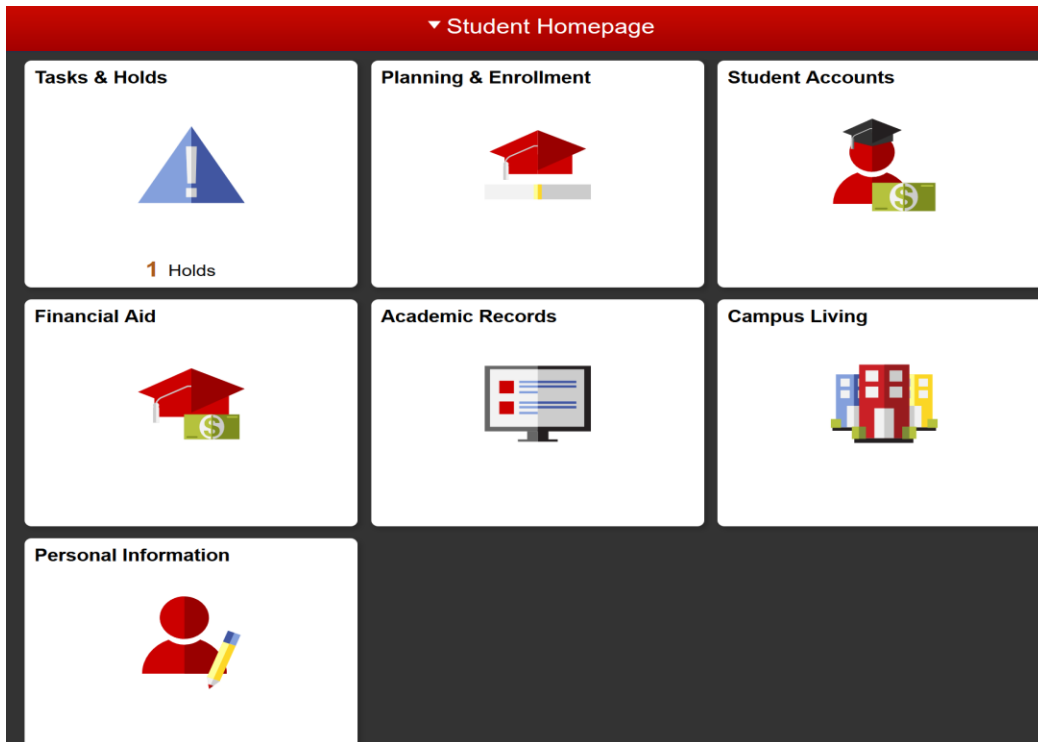
The following is an illustration of the per pay period deduction for a typical GA contract for Fall 2021:

GA Contract 8/16/2021 - 12/31/2021

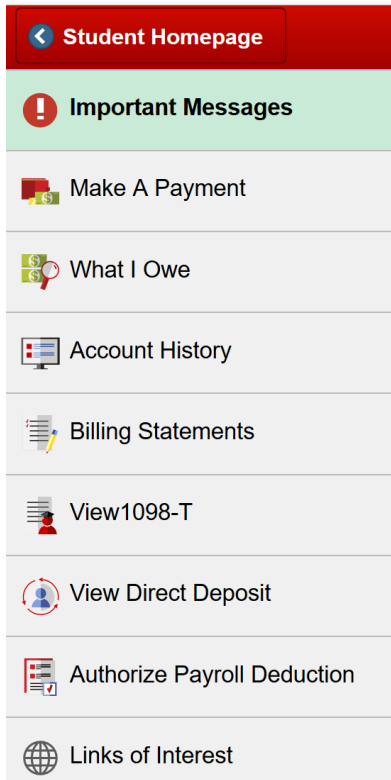
	Fees	# of Pay Periods	Deduction Per Pay Period
Student Fees	\$1,303.80	6	\$217.30
Engineering Fees	\$750.00	6	\$125.00
TOTAL	\$2,053.80		\$342.30

Please see below instructions to enroll in payroll deduction of fees:

1. Log into MyPack portal and select the Student Accounts tile from the Student Homepage:



2. On the Student Accounts tile, select Authorize Payroll Deduction:
(Please contact your department if you do not see the payroll deduction link)



3. Select the Fall 2021 term:

Authorize Payroll Deduction

NC State University Payroll Deduction Authorization

Important Text

Submit the form to enroll in payroll deductions for fee payments.

Payroll deduction must be for the full amount of your fees, including the engineering fee, if applicable. Only students on Assistantships may use payroll deduction. Students on Fellowships must make other arrangements to pay their fees, including our [monthly payment plan](#). Please contact your department if you are unsure if you qualify.

Term

4. Once the term is selected, the following screen will be displayed: The default option on this screen is for all fees to be included, and unchangeable. Only College of Engineering students will have the COE program enhancement fee displayed. Deductions will be made for full time fees only (FEES, ED&TECH FEE, CAMPUS SECURITY FEE and COE FEE if applicable). No other charges can be paid through the payroll deduction option. See go.ncsu.edu/payoptions for other payment options.

NC State University Payroll Deduction Authorization

Important Text

Submit this form to enroll in payroll deductions for fee payments.

Payroll deduction must be for FULL TIME 9+ hour fees, including the engineering fee, if applicable. Only students on Assistantships may use payroll deduction. Students on Fellowships or having less than 9+ hours must make other arrangements to pay their fees, including our [monthly payment plan](#). Please contact your department if you are unsure if you qualify.

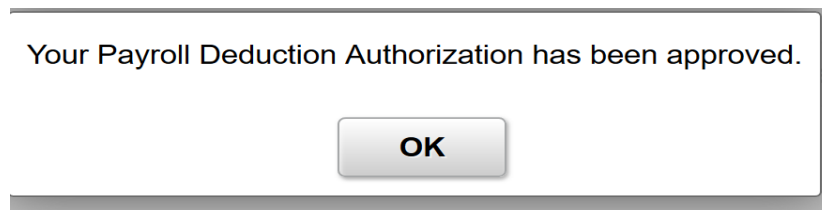
Term: 2021 Fall Term

Description	Full Time Amount	Include
1 Ed and Tech Fee	219.64	<input type="checkbox"/>
2 Fees	1054.16	<input type="checkbox"/>
3 Campus Security Fee	30.00	<input type="checkbox"/>
Total		1303.80

I, _____, authorize payroll deductions totaling: 1303.80 from my paycheck in equal amounts from September to November. This is for the purpose of paying for my student fees for the Fall on my student account. I understand that if my appointment is terminated, my fee payment is due in full.

Submit

5. Once you click the green Submit button, the following screen will be displayed indicating the successful enrollment in the payroll deduction option:



The student cannot make any changes to the deduction once enrolled. You should also receive a confirmation email:

We have received authorization to deduct payment for your fall 2021 student fees from your paycheck. Deductions will be made beginning with your September 3 paycheck and will continue for 6 consecutive paychecks. You will continue to receive billing statements until your account is paid in full.

Deductions will be made for full time fees only (FEES, ED&TECH FEE, CAMPUS SECURITY FEE and COE FEE if applicable). No other charges can be paid with payroll deduction. See go.ncsu.edu/payoptions for other payment options.

If you are receiving loans, grants or scholarships, please let us know so that we can be sure you receive the correct refund of excess funds.

Paying your fees will not stop this deduction, you must email studentaccounts@ncsu.edu to stop your deduction.

If you are on a fellowship, you should not use this method to pay your fees. See go.ncsu.edu/payoptions for other payment options.

If you have any questions about your deduction, or need to cancel this deduction, please email studentaccounts@ncsu.edu.

- You will continue to receive billing statements until your account is paid in full.
- If you are receiving loans, grants or scholarships, please let us know so that we can be sure you receive the correct refund of excess funds.
- Students must have an active assistantship in NextGen and the GSSP service indicator must be added before they can enroll in the payroll deduction option.
- **Paying your fees will not stop this deduction, you must email studentaccounts@ncsu.edu to stop your deduction.**
- If you are on a fellowship, you should not use this method to pay your fees. See go.ncsu.edu/payoptions for other payment options.
- If you have any questions about your deduction, or do not want this deduction, please email studentaccounts@ncsu.edu. Please do not contact the Payroll Office for questions related to payroll deduction of fees.