

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 16th paycheck** over six pay periods. If the appointment is terminated, any outstanding fees balance must be paid in full.

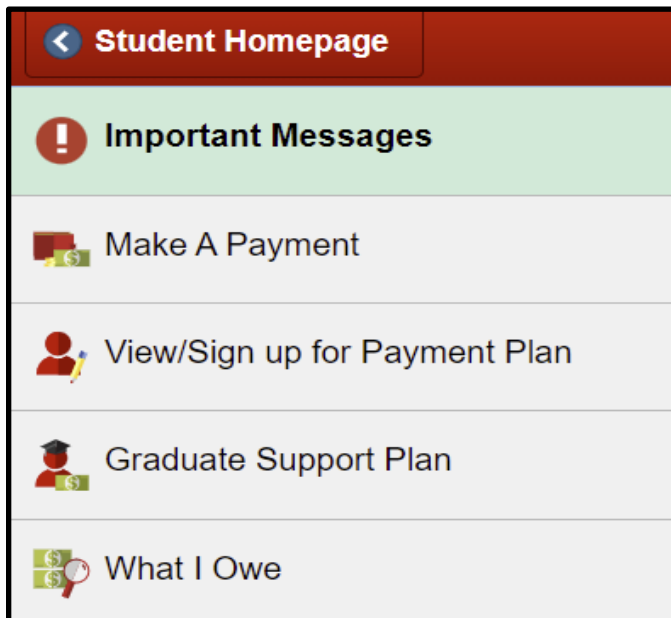
The following is an illustration of the per pay period deduction for a typical GA contract for Fall 2022:

GA Contract **8/16/2022 - 12/31/2022**

	Fees	# of Pay Periods	Deduction Per Pay Period
Student Fees	\$1,302.63	6	\$217.11
Engineering Fees	\$750.00	6	\$125.00
TOTAL	\$2,052.63		\$342.11

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

1. **Log into MyPack portal and select Graduate Support Plan on the Student Financials tile from the Student Homepage:**



2. Select Payroll Deduction Authorization:

If you meet these requirements

Active in an on-campus master's or doctoral program

Enrolled full-time at all times

Have an active, qualifying graduate appointment with a minimum stipend of, at least, \$8,000 annualized

▼ **Payroll Deduction Authorization**

▼ **Important Messages**

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

3. Select Full Time for full time enrollment or Part Time and your planned enrollment hours for part time enrollment. The fees displayed are for Spring 2022 for illustrative purposes. The Fall 2022 fees will be displayed in MyPack portal:

Full Time

▼ **Payroll Deduction Authorization**

▼ **Important Messages**

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

Payroll deduction may be used to pay full or part time fees, including the engineering fee, if applicable. Your deduction amount will be updated to match your actual hours after census if necessary. **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.

Payroll Deduction Authorizations can be submitted and updated until Census. After that point, no new requests will be accepted. The next semester enrollment will open when we bill for the semester. Payroll deduction is not available for summer terms.

Term 2022 Fall Term

Academic Load

Description	Amount	Include
1 Ed and Tech Fee	219.64	<input checked="" type="checkbox"/>
2 Fees	1052.99	<input checked="" type="checkbox"/>
3 Campus Security Fee	30.00	<input checked="" type="checkbox"/>

Total 1302.63

Part Time

▼ Payroll Deduction Authorization

▼ Important Messages

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Term 2022 Fall Term

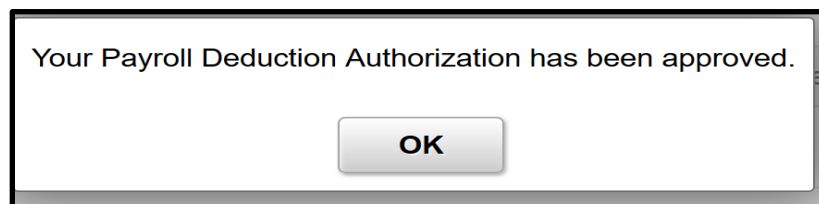
Academic Load ▼

Planned Enrollment ▼

	Description	Amount	Include
1	Ed and Tech Fee	73.20	<input checked="" type="checkbox"/> Yes
2	Fees	351.00	<input checked="" type="checkbox"/> Yes
3	Campus Security Fee	9.99	<input checked="" type="checkbox"/> Yes
Total		434.19	

****note that if you change your hours, your deduction amount will not automatically update - please contact studentaccounts@ncsu.edu so that the Cashier's Office can update your deduction amount. You will not be able to update it with self service.**

4. 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 2022 student fees from your paycheck. Deductions will be made beginning with your September 16th paycheck and will continue for 6 consecutive paychecks. You will continue to receive billing statements until your account is paid in full.

Deductions can be made for full time or part time fees (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.

Students must have an active assistantship in NextGen before they can enroll in the payroll deduction option.

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. Please do not contact the Payroll Office for questions related to payroll deduction of fees.