

## 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 15th 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 student enrolled for 9 credit hours on a typical GA contract for Fall 2023:

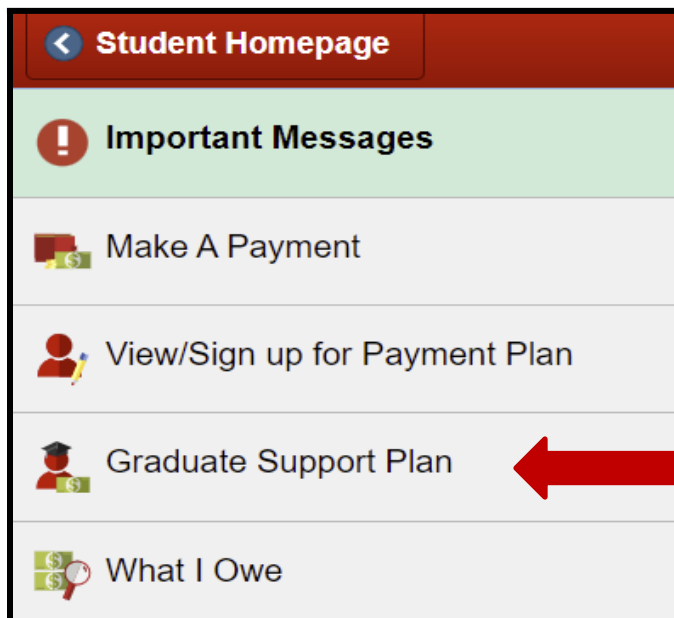
GA Contract	8/16/2023 - 12/31/2023		
	Fees	# of Pay Periods	Deduction Per Pay Period
Student Fees	\$1,291.13	6	\$215.19
Engineering Fees	\$750.00	6	\$125.00
<b>TOTAL</b>	<b>\$2,041.13</b>		<b>\$340.19</b>

Please note that the student fees will be lower for a student enrolled for less than 9 credit hours. Please refer to the [Cashier's Office website](#) for tuition and fees information.

The new [Graduate Stipend Estimated Payment Calculator](#) can assist GA's determine their net stipend if they choose to enroll in Payroll deduction for fees.

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:

▼ 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.

## 3. Select Full Time for full time enrollment or Part Time and your planned enrollment hours for part time enrollment:

### Full Time

Term 2023 Fall Term

Academic Load

	Description	Amount	Include
1	Ed and Tech Fee	219.64	Yes
2	Fees	1041.49	Yes
3	Campus Security Fee	30.00	Yes
Total		1291.13	

### Part Time

Select "Part Time" for the Academic Load drop down menu if you plan to enroll less than 9 credit hours and select the number of hours you plan to enroll for the semester for the Planned Enrollment drop down menu.

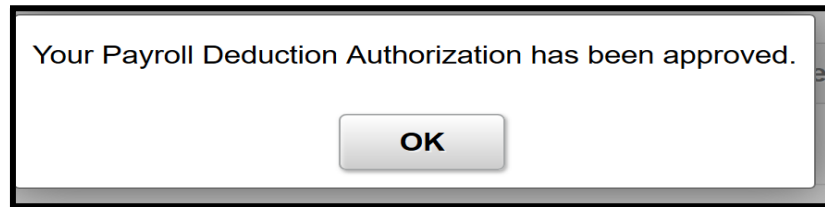
Term 2023 Fall Term

Academic Load

Planned Enrollment

	Description	Amount
1	Ed and Tech Fee	146.40
2	Fees	694.32
3	Campus Security Fee	19.98
Total		860.70

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 2023 student fees from your paycheck. Deductions will be made beginning with your September 15<sup>h</sup> paycheck and will continue for 6 consecutive paychecks. You will continue to receive billing statements until your account is paid in full. Please be sure you signed up for the correct number of hours. 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](https://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](mailto:studentaccounts@ncsu.edu) to stop your deduction (updates need to be made prior to September 1). If you adjust your hours, you will need to update the amount deducted.*

*If you are on a fellowship, you should not use this method to pay your fees. See [go.ncsu.edu/payoptions](https://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](mailto:studentaccounts@ncsu.edu). Please do not contact the Payroll Office for questions related to payroll deduction of fees.*