

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 students' stipend starting with the **February 13th paycheck** over six pay periods. If the GA appointment is terminated early, any outstanding fee 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 Spring 2026:

GA Contract **01/01/2026 - 05/15/2026**

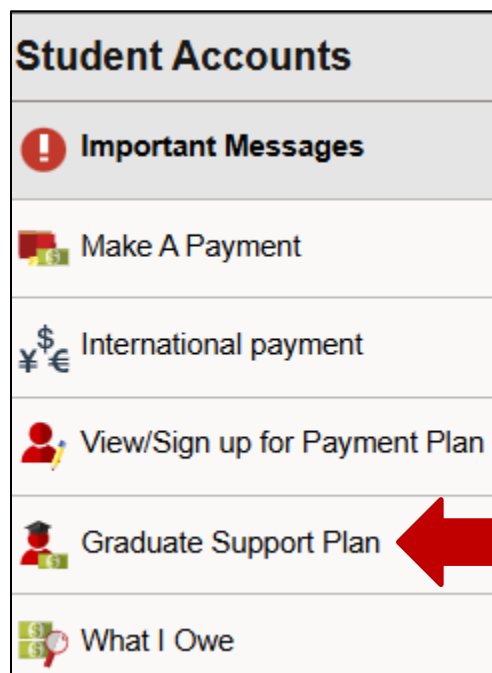
	Fees	# of Pay Periods	Deduction Per Pay Period
Student Fees	\$1,252.25	6	\$208.70
Engineering Fees	\$750.00	6	\$125.00
TOTAL	\$2,002.25		\$333.70

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 [Graduate Stipend Estimated Payment Calculator](#) can help 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.

Full-Time

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

Term 2026 Spring Term

Academic Load

	Description	Amount	Include
1	Ed and Tech Fee	219.50	Yes
2	Fees	1002.75	Yes
3	Campus Security Fee	30.00	Yes
Total		1252.25	

Full-Time (COE)

Term 2026 Spring Term

Academic Load

	Description	Amount	Include
1	COE Program Enhancement Fee	750.00	Yes
2	Ed and Tech Fee	219.50	Yes
3	Fees	1002.75	Yes
4	Campus Security Fee	30.00	Yes
Total		2002.25	

Part-Time

4. 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 2026 Spring Term

Academic Load

Part Time ▾

Planned Enrollment

3 ▾

	Description	Amount	Include
1	Ed and Tech Fee	73.17	Yes
2	Fees	334.26	Yes
3	Campus Security Fee	9.99	Yes
Total		417.42	

Part Time (COE)

Term 2026 Spring Term

Academic Load

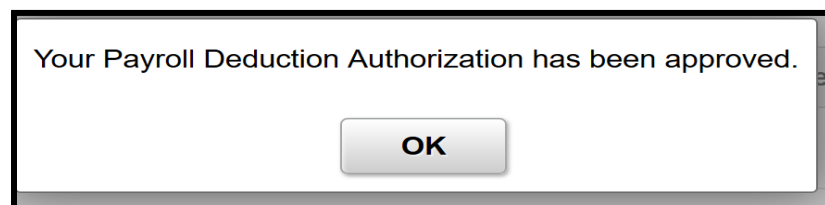
Part Time ▾

Planned Enrollment

3 ▾

	Description	Amount	Include
1	COE Program Enhancement Fee	249.99	Yes
2	Ed and Tech Fee	73.17	Yes
3	Fees	334.26	Yes
4	Campus Security Fee	9.99	Yes
Total		667.41	

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 the following confirmation email upon successful enrollment:

We have received authorization to deduct payment for your Spring 2026 student fees from your paycheck. Deductions will be made beginning with your February 13th 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 - adjustments need to be made by YOU, it is not automatic based on your actual hours.

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

Deductions will be made only for these items: 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 payment options for other charges.

Paying your fees will not stop this deduction, you must email studentaccounts@ncsu.edu to stop your deduction or to update your deduction amount (updates need to be made prior to January 23rd). If you adjust your hours, you will need to update the amount deducted. You will be issued a refund for any overpayments.

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.

If you are on a fellowship, you cannot 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 or change this deduction, please email studentaccounts@ncsu.edu. Please do not contact the Payroll Office for questions related to payroll deduction of fees.