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 12th 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 2027:

GA Contract: 01/01/2027 - 05/15/2027

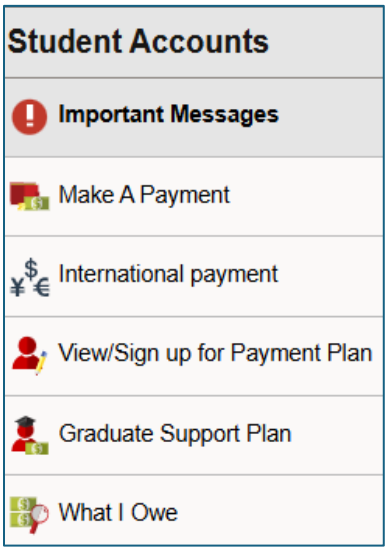
Description	Fees	# of Pay Periods	Deductions per Pay Period
Student Fees	$1,263.75	6	$210.63
Engineering Fees	$750.00	6	$125.00
Total	**$2,013.75**		**$335.63**

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.

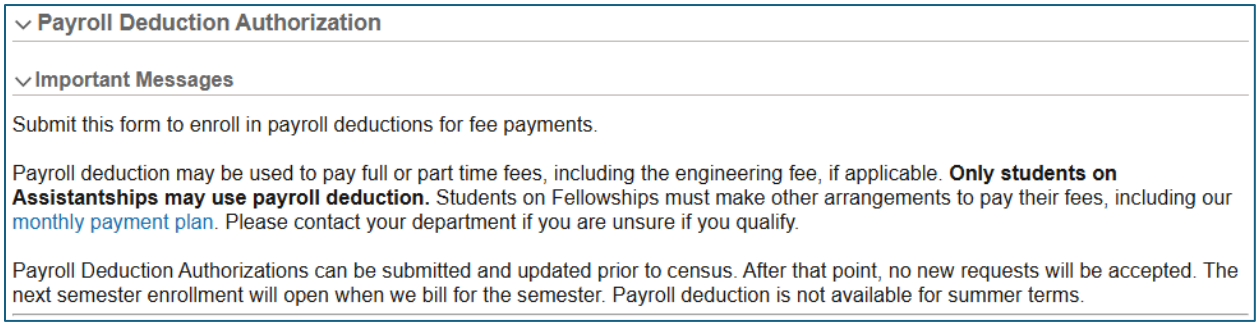
The Graduate Stipend Estimated Payment Calculator can help GAs determine their net stipend if they choose to enroll in Payroll deduction for fees.

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

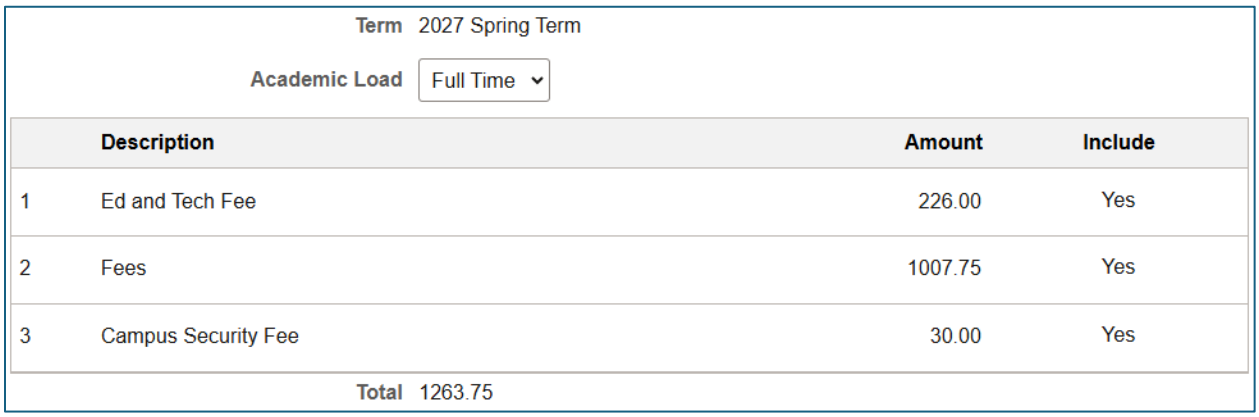
Submit this form to enroll in payroll deductions for fee payments.

Payroll deduction may be used to pay full or part time fees, including the engineering fee, if applicable. **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 prior to 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.**



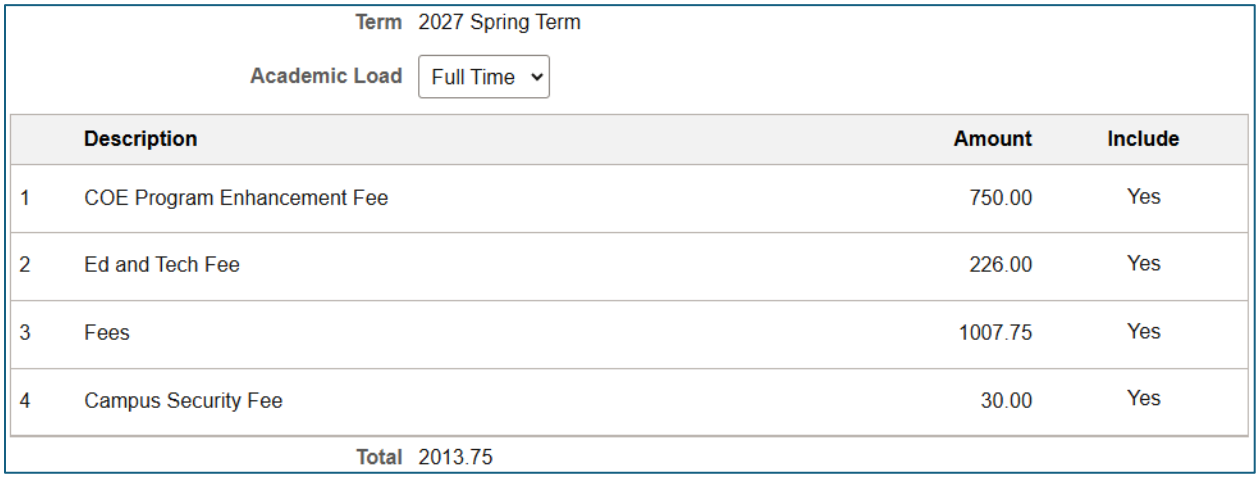
Term 2027 Spring Term

Academic Load Full Time

	Description	Amount	Include
1	Ed and Tech Fee	226.00	Yes
2	Fees	1007.75	Yes
3	Campus Security Fee	30.00	Yes

Total 1263.75

Full-Time (COE)



Term 2027 Spring Term

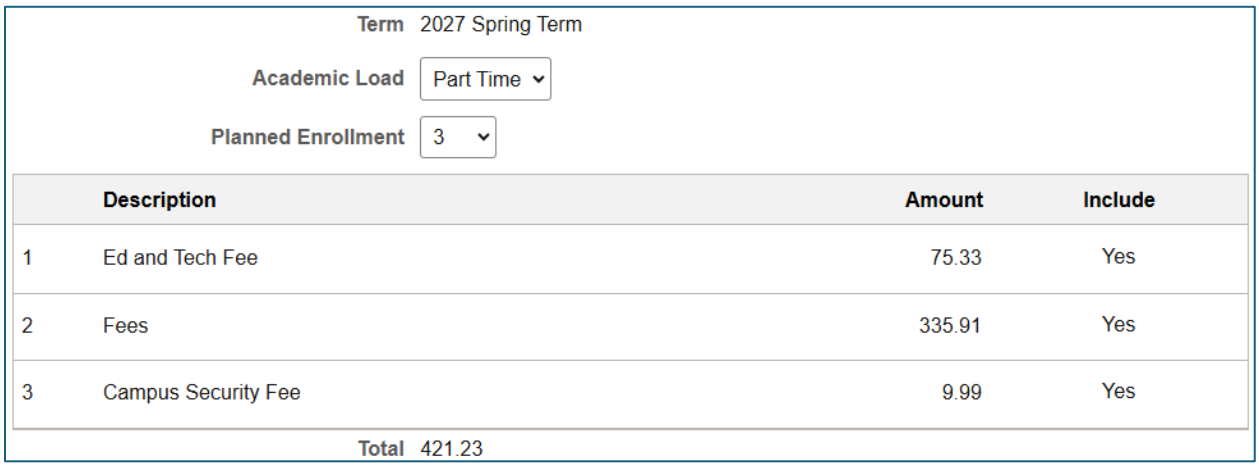
Academic Load Full Time

	Description	Amount	Include
1	COE Program Enhancement Fee	750.00	Yes
2	Ed and Tech Fee	226.00	Yes
3	Fees	1007.75	Yes
4	Campus Security Fee	30.00	Yes

Total 2013.75

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 2027 Spring Term

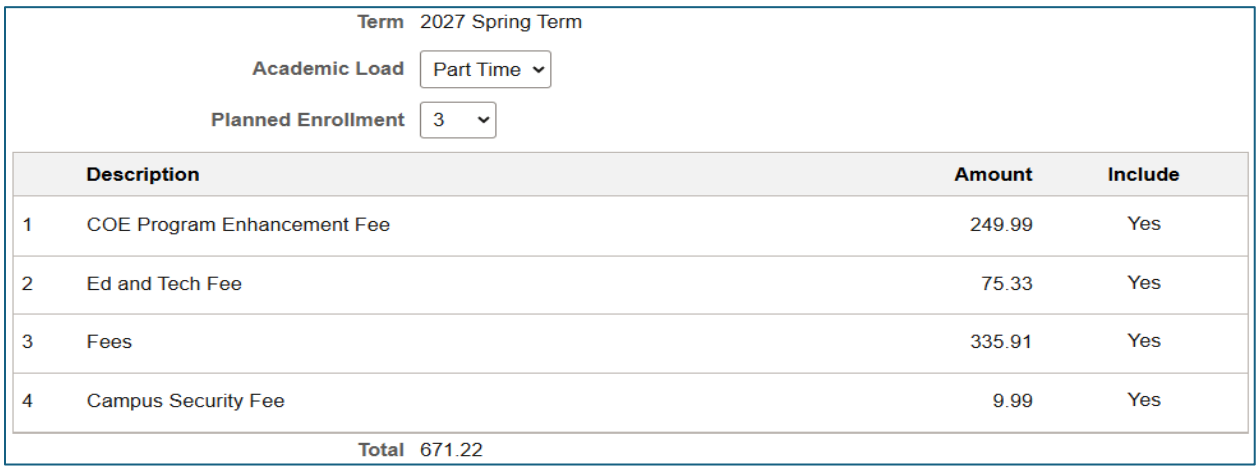
Academic Load Part Time

Planned Enrollment 3

	Description	Amount	Include
1	Ed and Tech Fee	75.33	Yes
2	Fees	335.91	Yes
3	Campus Security Fee	9.99	Yes

Total 421.23

Part-Time (COE)



Term 2027 Spring Term

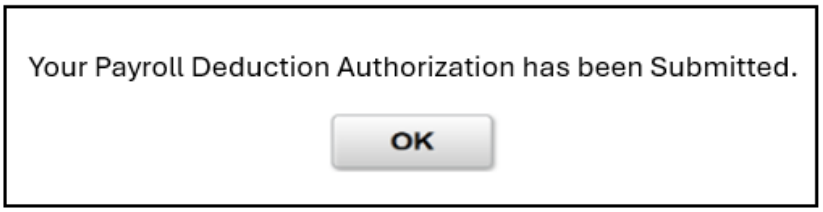
Academic Load Part Time

Planned Enrollment 3

	Description	Amount	Include
1	COE Program Enhancement Fee	249.99	Yes
2	Ed and Tech Fee	75.33	Yes
3	Fees	335.91	Yes
4	Campus Security Fee	9.99	Yes

Total 671.22

5. **Review the authorization statement and click Submit. Once you have submitted, the following screen will be displayed indicating the successful enrollment in the payroll deduction option:**



Students can update the number and amount of fees covered by the Payroll Deduction until Census by submitting a new authorization.

Confirmation Email:

We have received your authorization to deduct your Spring 2027 student fees directly from your paycheck.

Deduction Schedule: Deductions will begin on your **February 12, 2027** paycheck and continue for 6 consecutive paychecks. This covers mandatory student fees, Ed & Tech, Campus Security, and COE fees only. Tuition, housing, and other charges cannot be paid through payroll deduction (see go.ncsu.edu/payoptions for other options).

Eligibility Requirements: You must have an **active assistantship** in NextGen to participate. Students funded only by a fellowship are ineligible for payroll deduction. Please review alternate options at go.ncsu.edu/payoptions.

Important Guidelines & Student Responsibilities

- **Adjustments are not automatic:** If you change your course load, you must update your deduction amount at go.ncsu.edu/payoptions prior to **January 25, 2027**.
- **Billing Statements:** You will continue to receive monthly billing statements.
- **Paying Off Balance / Canceling:**
    - Paying your fee balance via another method may **not** automatically stop your payroll deduction. Overpayments will be refunded.
    - The University Cashier's Office reserves the right to cancel remaining deductions if your account balance is paid in full.
- **Financial Aid & Refunds:** Grants, loans, and scholarships apply directly to your account balance first. If you prefer to keep using payroll deduction for fees, email us to request a refund of your aid disbursement.

Questions? For any questions or to request a cancellation, contact the University Cashier's Office directly at studentaccounts@ncsu.edu. *(Please do not contact the Payroll Office, as fee deductions are not managed by their office.)*