



## Graduate Assistant Tuition Plan Fall 2017 Application

**Description:** This plan allows graduate assistants to defer payment for tuition (and \$5 FSUCard fee) until the end of the term. Under the plan, **payment is due in full by Dec 15.** This **application is due by Sept 1** (send completed form to [ctl-payplan@fsu.edu](mailto:ctl-payplan@fsu.edu)).

### Section I: Contact Information

Name:	<input type="text"/>	Emplid:	<input type="text"/>
Address:	<input type="text"/>	Phone:	<input type="text"/>
	<input type="text"/>	FSU Email:	<input type="text"/>

### Section II: Optional Payroll Deduction Request (select one)

- ☐ NO, do not enroll me in payroll deductions, just defer my tuition due date (if NO, enter \$0 in deduction boxes below and skip to Section III)
- ☐ YES, please enroll me in payroll deductions (if YES, complete section below and then continue to Section III).

#### **Deduction Terms:**

- **There are 6 planned deduction cycles for Fall term on the following pay dates: Sept 29, Oct 13, Oct 27, Nov 9, Nov 22 & Dec 8.**
- If any paycheck is insufficient for a planned deduction, then a partial deduction will be made up to the full value of your paycheck. Subsequent deductions will continue at the planned biweekly rate and will not adjust to make up for underpayment.
- You can cancel this arrangement early by written request. If your tuition balance is paid in full prior to the final deduction, future deductions will be cancelled automatically. Allow up to two weeks for early cancellation of this arrangement.
- Overpayment of tuition may be applied to other charges owed to FSU before any excess will be refunded to you.
- You must enroll your student account in direct deposit so Student Business Services can refund any excess payment to you.
- Only one deduction arrangement allowed. If you adjust your class schedule, or your bill otherwise changes, the originally determined rate of deduction will continue through Dec 8 unless either 1) your tuition balance is paid early, or 2) your total deduction has been met.
- If your employment with FSU is terminated, your final paycheck may be withheld and applied to any remaining balance.
- Participation in this deduction arrangement does not affect your eligibility for the tuition payment plan or change any of its terms, including your obligation to pay in full by the payment plan deadline, **Dec 15**, or your option to stop deductions early and pay by lump sum.

**If you agree to these deduction terms, then please state your deduction amounts below (or enter \$0.00 to decline):**

<b>Total \$</b>	<input type="text"/>	<i>Payroll will attempt to deduct up to this total. Enter the full amount that you want paid by deductions here. Your deductions will not exceed the limit, but might fall short if your biweekly rate is too low.</i>
<b>Biweekly \$</b>	<input type="text"/>	<i>Payroll will attempt to deduct this amount each pay cycle until reaching your total. Divide total by six deduction cycles (see first bullet above) &amp; round up.</i>

### Section III: Payment Plan Agreement:

- I attest that I am a GA, TA, or RA in an active pay status with FSU's Human Resources for the payment plan term.
- I attest that I completed Section II above to enroll in or decline a payroll deduction agreement and if I chose to enroll in payroll deductions, I acknowledge the deduction terms and rate of deduction as stated above.
- I understand that this plan allows for early payment and does not offer an advance on financial aid or third-party payment. Any payment received by FSU on my behalf will be applied to my tuition and fee balance before any excess will be refunded to me.
- **I understand that if enrolled in this plan, full payment for my Fall 2017 tuition and fee balance is due by December 15, 2017.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Tip: To use Adobe's e-signature process, save the form to your desktop and then open the saved file using Adobe Acrobat.*

Thanks for your application. Please allow three business days to receive email confirmation of your enrollment in the payment plan.