Office of the University Controller
The Florida State University

Student Business Services
1500 University Center A
Tallahassee, FL 32306-2394
Ph: (850)644-9452 Fax: (850)644-5142
ctl-payplan@fsu.edu

Graduate Assistant Tuition Plan
Summer 2018 Application (all sessions)

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 Aug 10**. This application is **due by the fifth day of class** and covers all summer sessions (send to ctl-payplan@fsu.edu).

Section I: Contact Information

Name: _____   Emplid: _____

Address: _____   Phone: _____

_____   FSU Email: _____

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) - **Enroll by June 1 for this option**

Deduction Terms:

- **There are 5 planned deduction cycles for Summer term on the following pay dates: June 8, June 22, July 6, July 20 & Aug 3**
  Applications **must be received by May 18** to begin deductions on the June 8 pay date (five deduction cycles).
  Applications **received May 19 - June 1** will begin deductions on the June 22 pay date (four deduction cycles).

- 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 the planned pay cycles until either 1) your tuition balance is paid, 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, **Aug 10**, 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):

Total $ _____ *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.*

Biweekly $ _____ *Payroll will attempt to deduct this amount each pay cycle until reaching your total. Divide by the number of deduction cycles available (see 1st bullet) & round up.*

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 Summer 2018 tuition and fee balance is due by August 10, 2018.**

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.