

As a Graduate Associate, Graduate Fellow, or Graduate Trainee of The Ohio State University, payroll deduction will be used to pay for "Other Student Fees" not covered by the standard graduate fee payment authorization, appointing unit or graduate program. These "Other Student Fees" include the following:

- Student Activity Fee
- Recreation Fee (RPAC)
- COTA Bus Service Fee
- Student Union Facility Fee
- Student Health Insurance

The following "Other Student Fees" will automatically be deducted depending on the graduate program and/or College for which the Graduate Associate, Fellow, and/or Trainee is enrolled.

- Equipment Fees
- Clinical Fees
- Field Practicum
- Program Fee

A detailed listing of "Other Student Fees" including their associated rates can be found on the University Registrar's website [www.registrar.osu.edu](http://www.registrar.osu.edu)

The payroll deduction for these "Other Student Fees" will occur on a monthly basis and are prorated as necessary. The payroll deduction schedule will be as follows:

- Autumn Term: deductions will be reflected on the September, October, November, and December stipend checks
- Spring Term: deductions will be reflected on the January, February, March, and April stipend checks
- Summer Term: deductions will be reflected on the June and July stipend checks

### Section I: Personal Information (please print)

Full Name	OSU Employee ID Number (required)
Street Address	Office/Daytime Phone Number
City/State/Zip	E-mail Address

### Section II: Appointment Type

Check the appropriate university appointment type:

- Graduate Associate (teaching, research, or administrative)     Graduate Fellow     Graduate Trainee

Appointing Unit: \_\_\_\_\_

### Section III: Certification

By signing and submitting this form, I acknowledge that I have read and understood the terms of enrollment and viewed the rates of deduction and authorize the deduction of those amounts from my monthly Ohio State University stipend check. I authorize The Ohio State University to enroll me in the "Other Student Fees" Post-Tax Payroll Deduction Plan. This authorization will remain in effect throughout the duration of my appointment as a Graduate Associate, Graduate Fellow, or Graduate Trainee. I also understand that if I am not appointed by the fee payment deadline for the term, I may not be enrolled in payroll deduct and would then be responsible for directly paying my other student fees that are not otherwise covered by my fee authorization.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

If you have basic questions about your student account, contact the Student Services Center at (614) 292-0300 or [ssc@osu.edu](mailto:ssc@osu.edu).

If you have questions about your fee authorization or payroll deduct, contact your appointing unit or the Graduate School at (614) 292-6031 or [grad-schoolregistrationservices@osu.edu](mailto:grad-schoolregistrationservices@osu.edu).

**PLEASE NOTE: This form must be completed, signed, and returned to the appropriate Human Resource staff member in your appointing unit prior to the effective date of your graduate student appointment.**

**Keep a copy of this form for your personal records.**

**Original, completed form is to be retained in student's HR file within the appointing unit.**