

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 Pass
- Student Union Facility Fee
- Student Health Insurance (Pre-Tax Deduction for GAs)

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.

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

A detailed listing of “Other Student Fees” including their associated rates can be found on the University Registrar’s website at www.ureg.ohio-state.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 October, November, and December stipend checks
- Winter Term: deductions will be reflected on the January, February, and March stipend checks
- Spring Term: deductions will be reflected on the April, May, and June stipend checks
- Summer Term: deductions will be reflected on the July, August, and September 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 position)
- 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 employment as a Graduate Associate, Graduate Fellow or Graduate Trainee unless terminated by me in writing to the Human Resources Professional in my appointing unit.

Student Signature _____ Date _____

If you have questions, contact the Student Consolidated Services Center at (614) 292-0300 or scsc@osu.edu.

PLEASE NOTE: This form must be completed, signed, and returned to 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.