

Graduate Student Tuition Payroll Deduction Plan

Tuition & fees are due by the 1st day of classes, January 8, 2018. Take advantage of the easy payment plan and have your tuition and other fees deducted by Payroll Services for a nominal fee of \$8.00.

Submit an online Graduate Payroll Deduction Authorization in MyWSU between 11/01/17 and 01/21/18. Follow the procedures at this link: <http://www.wsu.edu/payroll/stntpay/gradenroll.htm>

To Be Eligible for Payroll Deduction:

- ◆ Be appointed at least 50% or greater for the entire semester as either a:
 - Research Assistant
 - Teaching Assistant
 - Project Assistant
 - Staff Assistant
 - Vet Assistant
- ◆ Be enrolled at least 10 credit hours
- ◆ Maintain a 'B' grade point average

Authorize Payroll Deduction for these fees:

Residual Tuition	\$441.00
Full Tuition (resident) (if no waiver from Dept)	\$5,886.00
Student Recreation Center Fee	\$157.00
Health & Wellness Fee	\$204.00
Pullman Transit	\$32.74
Cub Renovation Fee	\$120.00

Late fees will be applied against unpaid account balances the night of 01/22/18.

Deadline to authorize payroll deduction is 01/21/18.



Paydays For Spring Semester

01/25/18	03/09/18	04/25/18
*02/09/18	03/26/18	05/10/18
02/26/18	04/10/18	05/25/18

* Grad Payroll Deduction for tuition & fees starts on this paycheck.

When will my account be credited?

Once you have submitted your online request, Payroll Services will verify your enrollment, appointment and funding, then post your graduate deduction as a credit to your student account.

If your deduction is not posted to your account by the second week of class, please make sure you are enrolled in 10 credits and that your department has submitted your appointment and funding paperwork.

The first payroll deduction comes out of the 02/09/18 paycheck

Payroll Services is located in room 236, French Admin Building, Pullman Campus, payroll@wsu.edu (509) 335-5814