

## Instructions for Payroll Deduction

Payroll deduction gives graduate assistants the opportunity to pay their student fees by having the funds withdrawn directly from their paychecks and applied to their UVM student account. The last date to submit the form and set up payroll deduction is at the end of the add/drop period of each semester. However, students should complete a Payroll Deduction Authorization Form and have it submitted to the Graduate College 15-18 days ahead of their first paycheck to allow enough time for routing and approvals. Furthermore, the form will need to be completed before the student's bill due date to ensure that the account balance is covered before any late fees are assessed.

The form requests to know the cost of the fees that the student wishes to be covered through Payroll Deduction. The determined amount will be credited to the student's account after the form has been completed at the beginning of the semester. The first seven paychecks the student receives that semester will then have equal payments deducted to reimburse the fund source that provided the credit. Once the form is completed it will need to be signed by the student.

Below is a breakdown of the cost of each fee that can be covered by Payroll Deduction for the **2021-22 Academic Year**.

### Comprehensive Fee

The Comprehensive Fee supports facilities and services available to students including the Library, Athletic Center, Student Health Center, Dudley H. Davis Student Center and transportation/shuttle bus services. Below is a breakdown of the cost of the comprehensive fee per credit.

Credits	Cost
5	\$497
6	\$554
7	\$624
8	\$693
9 and above	\$1,143

### Graduate Student Senate Fee

The Graduate Student Senate Fee supports activities and events that are put on by the Graduate Student Senate. Students enrolled in 5 credits or more are charged a \$10 for this fee.

Credits	Cost
5 and above	\$10

### Health Insurance Premium

Students on a full-time (20 hours/week) or half-time (10 hours/week) assistantship are eligible to have a health insurance scholarship. Full-time assistants are eligible to have 100% of their premium covered, and half-time assistants are eligible to have 50% of their premium covered. The cost of the 2021-22 Health Insurance Premium is \$1,373 per semester. Students who are on full-time assistantships would

have this paid in full, whereas half-time assistants would be responsible for covering \$686.50 each semester.

### **Student Health Fee**

The Student Health Fee covers all of the core services of the Center for Health and Wellbeing, including office visits for illness or injury, women's health exams, and counseling. The charge for the Student Health Fee is \$371.50.

#### **Who is charged the Student Health Fee?**

Students who are enrolled in the UVM Student Health Insurance Plan *and* are either taking less than 9 credits in a semester or enrolled in Continuous Registration (GRAD 902 or GRAD 903) are charged a \$371.50 Health Fee that is separate from their Comprehensive and Graduate Student Senate fees.

#### **Who is NOT charged the Student Health Fee?**

Students who are not enrolled in the UVM Student Health Insurance Plan and are enrolled either less than full-time or in continuous registration will not be charged the Student Health Fee. Full-time students also do not pay a Student Health Fee as the \$371.50 charge is included in their full-time \$1,143 Comprehensive Fee .

Below is a graph that shows whether a student will be charged the Student Health Fee based on enrollment in both credits as well as the UVM Health Insurance Policy:

<b>Credits</b>	<b>Enrolled in UVM Health Insurance</b>	<b>Charged \$371.50 Health Fee</b>
GRAD 902	Yes	<b>Yes</b>
GRAD 902	No	<b>No</b>
GRAD 903	Yes	<b>Yes</b>
GRAD 903	No	<b>No</b>
5	Yes	<b>Yes</b>
5	No	<b>No</b>
6	Yes	<b>Yes</b>
6	No	<b>No</b>
7	Yes	<b>Yes</b>
7	No	<b>No</b>
8	Yes	<b>Yes</b>
8	No	<b>No</b>
9 or above	Yes	<b>No</b>
9 or above	No	<b>No</b>

## **Restrictions**

Payroll deductions may be used to cover charges for comprehensive fees, health fees, and/or UVM health insurance premiums. Payroll deductions cannot be used to pay for rent or for miscellaneous charges assessed by various University departments (such as parking or library fees or fines).

Students will not be able to change their payroll deduction amount after it has been finalized. In the situation where students enroll in more credits and their fees increase, they will be responsible for covering this balance in a method other than payroll deduction. If a student drops courses and their fees decrease, this will cause a credit to be on their account that will be refunded to them at the end of the semester.

If a student's assistantship is terminated during a semester before the amount that was originally credited to their account has been reimbursed, the credit will be decreased to reflect what was actually paid. The student will then be responsible for covering any remaining charges.