

As a Graduate Associate, Graduate Fellow, or Graduate Trainee of The Ohio State University, you will have a payroll deduction that will 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 Health Insurance
- Student Union Facility Fee
- Student Legal Fee

The following “Other Student Fees” will also automatically be deducted when assessed by the graduate program and/or college in which the Graduate Associate, Graduate Fellow, or Graduate Trainee is enrolled:

- Equipment Fees
- Clinical Fees
- Distance Learning 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: [www.registrar.osu.edu](http://www.registrar.osu.edu)

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

- Autumn Term: Deductions will be on the September, October, November, and December stipend checks.
- Spring Term: Deductions will be on the January, February, March, and April stipend checks.
- Summer Term: Deductions will be 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 Buckeye Link at (614) 292-0300 or [buckeyelink@osu.edu](mailto:buckeyelink@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 in the appointing unit.**