

CREDIT AVAILABLE FOR STUDENT EMPLOYEES CASE AGREEMENT

CASE helps student employees pay their UNC bills through a payroll deduction plan. Students may apply for CASE by submitting this CASE Agreement no later than the 10th class day of the semester. Any student employed at UNC may submit an agreement with the following exceptions: (1) students with **unpaid prior term charges** must pay those charges before submitting an agreement (2) students whose payroll **checks are not processed through the UNC Personnel/Payroll Office** are not eligible for CASE.

TERMS AND CONDITIONS TO BE COMPLETED BY THE STUDENT

In order to qualify for the CASE Program, you must respond with a **YES** to each of the terms and conditions. A **NO** response will make you ineligible for the program.

_____ I am currently employed at UNC at a job funded by Colorado Work Study, Federal Work Study, Student Hourly Employment, Graduate Assistant or Teaching Assistant.

_____ I do not owe a prior semester balance or will pay the balance in full prior to the submission of this agreement.

_____ I understand that the completed CASE Agreement must be submitted to the Financial Aid Disbursement window of Accounting Services, Carter Hall, no later than the 10th class day of EACH semester. **CASE Agreements submitted after the first 10 days of classes will be at the discretion of the Accounts Receivable Office if they are able to process them or not.**

_____ At the time the CASE Agreement is submitted, I will pay Accounting Services the difference between my projected deductions and the bill owed.

_____ There are no service charges when you are on the CASE Program. If your _____ account is not paid "in full" with your last paycheck for the semester, you will be charged a service charge on the remaining balance.

_____ I understand that if any one of my paychecks does not equal the amount to be deducted, additional funds will be deducted from my **next** paycheck.

_____ I understand that any unpaid balances can result in holds put on my university services such as registration, transcripts and diplomas.

_____ I understand that any financial aid that I may receive subsequent to the acceptance of this agreement will be applied to my account and this CASE Agreement will be revised accordingly.

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