



Fall 2016 CASE Agreement

(Credit Available for Student Employees)

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 day of the class.

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 & 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 cause you to be ineligible for the program).

- _____ I am currently employed at UNC at a job funded by Colorado Work-Study, Federal Work-Study, Non Work-Study/Salary 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 the completed CASE Agreement must be submitted to the Bursar's Office (Cashier) no later than the 10th class day of **EACH** semester.
- _____ I understand service charges will not be assessed while utilizing the CASE Program. I have been informed that if my account is not paid "in full" with my last paycheck for the semester, I will be assessed a service charge on the remaining balance.
- _____ I understand if any of my paychecks does not equal the amount to be deducted, additional funds will be deducted from my **next** paycheck.
- _____ I understand any unpaid balances can result in holds put on my university services such as registration, transcripts and diplomas.
- _____ I understand any financial aid I may receive subsequent to the acceptance of this agreement will be applied to my account and this CASE Agreement will be revised accordingly.

Print name

Bear number

Street address, City, ST, ZIP Code

Date of birth

Primary phone number

Bear e-mail address

Case Agreement - Fall Term 2016

Deduct the following amounts from my paycheck:

Pay Periods	Amounts	Pay Periods	Amounts
Sep. 15 (Aug. 16-31)	\$ _____	Sep. 30 (Sept. 1-15)	\$ _____
Oct. 14 (Sept. 16-30)	\$ _____	Oct. 31 (Oct. 1-15)	\$ _____
Nov. 15 (Oct. 16-31)	\$ _____	Nov. 30 (Nov. 1-15)	\$ _____
Dec. 15 (Nov. 16-30)	\$ _____	Dec. 30 (Dec. 1-15)	\$ _____
Total Deductions	\$ _____		

_____ X # of Weeks _____ X \$ _____ = \$ _____
Hours per Week Total Hours Pay rate Allocation Needed

I confirm I am currently employed and will be able to earn the projected deductions for this specific semester. I further confirm I have read and understand the **Terms & Conditions** stated on the front of this agreement. I authorize the Payroll Office to deduct the amounts listed above from my paycheck.

Student's Signature

Date

As the above named student's supervisor, I verify the student will be able to earn at least the amount of the total deductions for this specific semester. I confirm the student is paid by:

() Colorado Work-Study () Federal Work-Study () Non Work-Study Employment
() GA or TA () Student Salary Employment

Department

Supervisor

Phone

Supervisor's Signature

Date

**COMPLETED FORMS MUST BE SUBMITTED TO THE BURSAR'S (CASHIER) OFFICE
FOR PROCESSING.**