



## Fall 2018 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 4<sup>th</sup> paycheck of each 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 & 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 4<sup>th</sup> paycheck 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 2018**

Deduct the following amounts from my paycheck:

| Pay Periods          | Amounts  | Pay Periods         | Amounts  |
|----------------------|----------|---------------------|----------|
| Sep. 14 (Aug 16-31)  | \$ _____ | Sep. 28 (Sept 1-15) | \$ _____ |
| Oct. 15 (Sept 16-30) | \$ _____ | Oct. 31 (Oct 1-15)  | \$ _____ |
| Nov. 15 (Oct 16-31)  | \$ _____ | Nov. 30 (Nov 1-15)  | \$ _____ |
| Dec. 14 (Nov 16-30)  | \$ _____ | Dec. 31 (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.**