



## Spring 2019 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.

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Print name \_\_\_\_\_

Bear number \_\_\_\_\_

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Street address, City, ST, ZIP Code

Date of birth \_\_\_\_\_

Primary phone number

Bear e-mail address

## Case Agreement - Spring Term 2019

                

Deduct the following amounts from my paycheck:

| Pay Periods          | Amounts  |
|----------------------|----------|
| Jan. 12 (Dec 16-31)  | \$ _____ |
| Feb. 15 (Jan 16-31)  | \$ _____ |
| Mar. 15 (Feb 16-28)  | \$ _____ |
| Apr. 13 (Mar 16-31)  | \$ _____ |
| May 15 (April 16-30) | \$ _____ |

| Pay Periods          | Amounts  |
|----------------------|----------|
| Jan. 31 (Jan 1-15)   | \$ _____ |
| Feb. 28 (Feb 1-15)   | \$ _____ |
| Mar. 30 (Mar 1-15)   | \$ _____ |
| Apr. 30 (April 1-15) | \$ _____ |
| May 31 (May 1-15)    | \$ _____ |

Total Deductions \$

$$\frac{\text{\# Hours per Week}}{\text{Total Hours}} \times \text{X \# of Weeks} \times \$ \frac{\text{Pay rate}}{\text{Allocation Needed}} = \$$$

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.

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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

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Phone

Supervisor's Signature

Date \_\_\_\_\_

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