

## Payroll Deduction Authorization for Payment of Tuition

For Graduate Assistants 2022 - 2023

This form refers to tuition and compulsory fees for a 12 month period: September to August

**To Payroll:**

I hereby authorize you to deduct the following tuition amount from my Lakehead University Graduate Assistantship:

\$789.60

**SIGNATURE:**

STUDENT NAME: **Atharva Pathak** ID# **1141133**

DEPARTMENT: **Computer Science**

DATE: **21-Jul-2022**

FORM COMPLETED BY: **Dalton Lamoureux**

☐ PhD Student

*The following is a breakdown of fees for the 2022 Fall, 2023 Winter and 2023 Spring/Summer Terms*

Tuition and Charges:	
Tuition/Ancillary Fees Fall 2022	\$8,511.20
Tuition/Ancillary Fees Winter 2023	\$8,511.20
Estimated Fees S/S 2023	\$8,511.20
Residence	+
UHIP	+
Prior Outstanding Balance	+
<b>SUBTOTAL:</b>	<b>\$26,289.60</b>
	+
	+
Payment:	-
Scholarships/Awards/Bursaries:	-
OSAP/Other Loan:	-
<b>TOTAL:</b>	<b>\$789.60</b>

### PAYROLL USE ONLY

*\*Please make the following deductions*

**\*\*Semi-Monthly: \$49.35**

*\*This amount is an estimate only. Actual calculations will be made after your mandatory deductions have been selected.*

*\*\*Semi-monthly payments are taken on the 15th and 30th/31st of each month from: September to April*

**SELECT GA TERM:**

☐ 1 Term GA  
☒ 2 Term GA

**APPROXIMATE PAY PERIODS:**

**16**

**(NOTE: PAY PERIOD CHANGES IF GA IS FOR HALF TERM)**

**Important Information:**

This form estimates your tuition and calculates the deduction required to pay your tuition. By law, statutory deductions and required benefits payments are deducted first. Statutory deductions include income tax, Canada Pension, and employment insurance. Other required deductions include union dues, medical, dental, and vision benefits paid by you. **Tuition is deducted last.**

If there are not enough funds after the required deductions to cover the whole tuition amount requested on this form, a lesser amount will be taken off your pay. Therefore the amount going towards the balance owing on your student account will not be enough. **This means at the end of the academic year you may owe a small additional amount.** When your first pay occurs you will get an email to your Lakehead University email account saying your pay stub is ready for viewing on myInfo. Please login to myInfo to view your Pay Stub (Employee Tab-My Financial Profile-My Pay Stub) and your Student Account (Student Tab - My Financial Profile - View My Account) to confirm your deduction amount. We encourage regular viewing of your account. At minimum, please make sure to check again after the first pay in January as tax rates may change. If there is a shortfall, you will have to make an additional payment at the end of the year.

If you have questions about your student account, please contact the accounts office at 807-343-8140 or accounts@lakeheadu.ca. If you have questions about your pay or pay stub, please contact the payroll office at 807-343-8010 Ext 8721 or payroll.analyst3@lakeheadu.ca.

**YOUR GRADUATE ASSISTANTSHIP GROSS \$10,506.69**

**Please note you will be receiving payments from your Graduate Assistantship semi-monthly.**