

University of
Lethbridge



Cash Office

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DATE:

Cindy Matheson
Financial Services
4401 University Drive
Lethbridge, Alberta T1K 3M4

Re: Payroll Deduction for Graduate Studies

Student ID: _____

Student Name: _____

Term/Year: _____

SOURCES of FUNDING (from student Offer Letter):

Scholarships (SGS Tuition award, SGS Dean's Scholarship): _____

(Scholarships will be paid directly to the student account and apply to tuition and fees)

Balance of tuition & fees owing \$ _____ to be paid through Payroll Deductions
(Research/Graduate Assistantship)

I, _____ request Financial Services to withdraw
\$ _____ **per** month from my paycheck for the period of _____ to
_____. I understand that I owe the University of Lethbridge the tuition & fees as
per above for my graduate studies tuition for the semester of study indicated. The total amount
must be paid in full by the last day of the semester end.

Financial Services agrees not to charge any interest or penalties if my balance is paid in full prior
to the beginning of the next semester. If at any time employment is terminated I will pay my
outstanding graduate tuition fees in full.

Yours truly,

Manager, Cash Office Approval: _____ Date: _____

cc. Human Resources