

# STUDENT EMPLOYMENT CHECK AUTHORIZATION Academic Year 2022-2023

## STUDENT ACCOUNTS OFFICE

Macalester College      1600 Grand Avenue      St. Paul, MN 55105  
 Phone: 651/696-6161      Email: [studentacct@macalester.edu](mailto:studentacct@macalester.edu)      Fax: 651/696-6631

**Note:** If you do not want your work-study earnings to be credited to your student billing account, do not complete this form.  
 If your work-study earnings are not a part of your financial aid award, do not complete this form.

I, \_\_\_\_\_ (Print Name) \_\_\_\_\_ (ID Number)  
 do hereby authorize Macalester College to credit my Student Employment work-study earnings directly to my student billing account at the College. I understand that this is valid until I authorize a change or termination of the agreement or the Student Accounts Office terminates this agreement according to College policy. I further understand that I cannot terminate this agreement until and unless my student billing account is paid in full.

I understand the following:

- Work-study will be credited to my student billing account on a bi-weekly basis as I earn it.
- Work-study will be credited to my student billing account when a payroll period includes
  - The first day of class
  - The last day of class
  - The time between Fall and Spring Semesters
- Students are only allowed to leave a balance up to that semester's work-study award. No carry over from prior semesters.
- I will continue to receive a monthly bill as long as there is a balance due on my account.
- In exchange for authorizing my student employment earnings to be credited to my student billing account, the College will not charge interest on the unpaid balance on my student billing account up to the amount of my work-study award for that specific semester.
- I may not earn my full work-study award for the semester and am responsible for paying the unpaid balance before the semester ends.
- This Student Employment Check Authorization does not authorize the College to apply my work-study earnings beyond the end of the academic year indicated above.
- The Student Accounts Office may terminate this agreement for the following reasons:
  - Student Accounts fails to receive any checks for student wages by October 15<sup>th</sup> for Fall Semester and March 15<sup>th</sup> of the Spring Semester.
  - Student Accounts receives checks for student wages totaling less than 25% of my SECA work-study amount that I have chosen to apply by October 15<sup>th</sup> for Fall Semester and March 15<sup>th</sup> for Spring Semester.
  - Student Accounts receives checks for student wages totaling less than 50% of my SECA work-study amount that I have chosen to apply by November 1<sup>st</sup> for Fall Semester and April 1<sup>st</sup> for Spring Semester.
  - Student Accounts fails to receive a check for three consecutive pay periods in a given semester.
  - Student Accounts fails to see a good faith effort on my part to earn and apply student wages against the balance due in any given semester.
  - Termination may occur if an unpaid balance remains at the end of the semester (December 15<sup>th</sup> for Fall and May 15<sup>th</sup> for Spring) due to not enough work-study earned and payment isn't made in full by the end of the semester.
  - Termination of this agreement in one semester requires Student Accounts approval for all future semesters.
  - The second termination of this agreement will end this option for all future semesters.
  - The student is terminated from their campus position.
- Student Accounts will contact students to notify them when this agreement is at risk of termination.

Apply the following amount of my student employment earnings per pay period:     Apply 100%     Apply 75%     Apply 50%     Apply 25%

**NOTE:** If you sign up for a percentage other than 100%, direct deposit is required for the remainder of the student employment earnings. If direct deposit is not set up, student employment earnings will be applied at 100 %.

- Choose One:**     I choose to continue applying my student employment earnings when my student billing account is at zero which would result in a credit balance to be applied to future charges.
- I choose to automatically terminate this Student Employment Check Authorization (SECA) when my student billing account is at zero.  
 NOTE: A new SECA will have to be signed for the following semester when I choose the termination option.

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

**Contract Termination:**     By checking this box, I choose to terminate this Student Employment Check Authorization.

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)

For Office Use Only	Fall Semester: Amount _____	Cashier Initials _____	Date _____
	Spring Semester: Amount _____	Cashier Initials _____	Date _____