



**WHITE COURSE APARTMENTS  
SALARY DEDUCTION AUTHORIZATION**

**POLICY**

White Course Apartment residents who are also University graduate assistants have the ability to set up automatic reduction for rent charges from the monthly stipend. This is a voluntary option, and the University reserves the right to terminate this agreement at any time. This agreement does not supersede any language of the White Course Apartment Lease that the resident agreed to. The resident is ultimately responsible for ensuring that monthly rent charges are paid to and received by the University, per the terms of the lease.

**Section A: RESIDENT INFORMATION**

Name _____	PSU ID _____
Penn State Access Account _____	Department _____
White Course Apartment _____	Department Address _____
Home Phone Number _____	Work Phone Number _____

**Section B: DEDUCTION INFORMATION**

**Type of Action:**    Initiate Deduction    Change Deduction    Terminate Deduction

**Monthly Rent Reduction Amount:**   \$ \_\_\_\_\_

**Date Reduction Begins:**      Rent will be deducted from this payroll check, and applied to the following month's rent charge.

**Date Reduction Ends:**      Rent will be deducted from this last payroll check, and should be applied to the \_\_\_\_\_ month's rent charge.

**Section C: RESIDENT AGREEMENT**

I hereby authorize The Pennsylvania State University to deduct the amount identified above from my monthly stipend and have it applied to my monthly rent charges for White Course Apartments. I understand that this amount will be deducted from every stipend until such time that I would otherwise provide written notice to the University. I acknowledge that I have read and understand the conditions of this agreement.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Section D: COMPLETED FORM SUBMISSION**

The completed *Salary Deduction Authorization Form* should be submitted to **The Assignment Office:**

Mail: The Assignment Office  
201 Johnston Commons  
University Park, PA 16802

Fax: 814-863-8364  
**814-865-7501**

Email: [assignmentoffice@psu.edu](mailto:assignmentoffice@psu.edu)