

Attention Departmentally Supported Graduate Students:

To assist you in becoming familiar with Carnegie Mellon's invoicing and graduate payroll deduction guidelines, your responsibilities as a departmentally supported student have been outlined below:

SEMESTER INVOICES

You will receive an invoice before the start of each semester - these invoices show the current charges for the upcoming semester.

- **For departmentally supported students**, the payroll deductions established by most departments will cover tuition, tech, and activity & port authority fees.
- Payroll deductions are paid in 8-9 installments between Sept thru April or May.

PLEASE NOTE:

Not ALL departments cover ALL the fees mentioned above. Please contact your department's Business Manager for detailed information on which fees are supported by your department.

- **Health Insurance** is **NOT** covered by the academic departments thru Payroll Deduction. This charge remains the responsibility of the student and payment is due in full at the beginning of the semester when the charges are assessed.
 - Health Insurance premiums can be set up & paid thru **Tuition Management Systems (TMS)**.
 - Premiums are paid in 9 installments to TMS between Sept – May (same as payroll deduction).
 - **TMS Website:** http://www.cmu.edu/hub/sa/sa_plan.html
 - **TMS Phone:** 1-888-251-3533
- **If you are already signed up for TMS:**

The costs associated with your insurance choices can sometimes change later in the year, depending on your circumstances.

- **If you need to cancel your Health Insurance**, please click the following link for more information:
<http://www.studentaffairs.cmu.edu/HealthServices/insurance/TMS.html>
 - **After cancelling your enrollment**, please contact TMS to insure the amounts you are paying to them are also adjusted accordingly.
- **If you are a Self-Pay (Not signed up for TMS):**
- **If you paid your Health Insurance in full** directly at the beginning of the year and you leave Carnegie Mellon early, you may be entitled to receive a prorated refund of the overpaid amount. *Please contact Health Services to verify that your account will be prorated before contacting THE HUB for a refund request.*

PLEASE NOTE:

If you leave Carnegie Mellon early and your Health Insurance has NOT been paid, the balance of the premium becomes due immediately (*along with any other outstanding balance on your student account*).

MONTHLY INVOICES

- **You will also receive monthly invoices.**
- **Students need to review their monthly invoices carefully to insure that all established payroll deductions are being reflected.**
- **Between April - May and **prior to June****, students should be extra careful to review their monthly invoices, in order to identify any charges that were **NOT** covered thru payroll deduction and for which payment must be made.

Any outstanding balance on your student account must be paid by **June 30.**

UNDERSTANDING YOUR INVOICES

- **On the charges side of the invoice**, you will find cumulative amounts reflecting charges for tuition, fees, and health insurance and any other charges that have been assessed to your student account.
- **On the credits side of the invoice**, you will find cumulative amounts reflecting the deductions from your pay (**Pay Deducted Tuition & Fees**) plus any payments you have made during the current semester.

PLEASE NOTE:

*Up-to-date account details can always be viewed through Student Information Online (SIO) at:
<https://acis.as.cmu.edu/sio>*

YOUR PAYCHECK

It is imperative that you pick up your paycheck and closely review the pay stub each pay period.

- If your pay stub **DOES NOT** list deductions for the following:
- Payroll Deduction - Tuition
 - Payroll Deduction - Fees

Then deductions have NOT been established – it is your responsibility to contact your department's Business Manager to have this corrected.

- Problems with your pay should be directed to Payroll on extension x **8-2097**.

IMPORTANT NOTICE:

You are responsible for payments of **ANY** non-departmentally supported charges i.e.: (**Health Insurance, Library Fines, Pharmacy Charges, Parking Fines, Music Lessons, Summer Housing, Lab Fees, Media Fees, etc**) that appear on your invoices. Payments to your student account can be made by Return Mail, E-check **OR** in person at the HUB. *The HUB is located in the lower level of Warner Hall.* Please click on the following link for payment information:
http://www.cmu.edu/hub/sa/sa_payment.html