



Cash Office

4401 University Drive
Lethbridge, Alberta
Canada
T1K 3M4

Phone 403.329.2391
Fax 403.380.1871

cash.office@uleth.ca
www.uleth.ca

DATE:

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

Dear Cindy:

Re: Payroll Deduction for Graduate Studies

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 a total of \$ _____ for my
graduate studies tuition for my Fall / Spring / Summer (circle one) semester of study and that the
total amount must be paid in full by the end of _____ (date is last date of
semester i.e. April 30, August 31 or December 31).

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,

NAME:
ID:

Manager, Cash Office Approval: _____

Date: _____

cc. Human Resources