



**BRANDON  
UNIVERSITY**

*Founded 1899*

# Payroll Transfer to Student Account

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To be completed and signed by the student.

Attach to the Payroll Information Sheet, or contract, and send both forms to Payroll.

Student Name \_\_\_\_\_ Student Number \_\_\_\_\_

Student Phone Number \_\_\_\_\_

Purpose of Payment \_\_\_\_\_ Total Payment \_\_\_\_\_

I hereby authorize my payroll be applied to my student account until such time as my account is paid in full. I understand it is my responsibility to pay any and all amounts owing on my student account, and that the difference between the amount owing, and the approximate amount of the payroll transfer is to be paid by the payment due date.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Transfers to student accounts will be made bi-weekly as per payroll dates.

Net pay as determined by payroll will be transferred to student accounts.

Accounts receivable will notify Payroll when the account is paid in full.

Any credit on the student account will be refunded to the student.