



ATTENTION ALL NSTCC (Non-Student) EMPLOYEES

NSTCC Policy states that all employees pay a \$7.00 campus access fee once a year. This fee entitles you to a parking hang tag which you may pick up in the Security Office (C2401). This fee should be paid in the first full month of employment at NSTCC and in each September thereafter. This fee is normally deducted from employee paychecks unless they specify that they would prefer to pay it at the Business Office window on the first floor of the Pierce Building.

Please check one of the following:

_____ I authorize NSTCC to deduct the Campus Access Fee as described above.

_____ I choose to pay the Campus Access Fee at the Business Office window instead of having it deducted from my paycheck.

Signature

Date

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A Tennessee Board of Regents Institution

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