PAYMENT TO STUDENTS DECISION TREE

What is the Purpose of the Payment?

- Scholarship or grant for which the student does not have to perform any services for the benefit of the university or its departments?

- Provides support for tuition, fees, housing, food, transportation, books, supplies, computers, course-related equipment, or other educational related expenses?

- Prize or award (including, but not limited to cash, cash equivalents such as gift cards, and non-cash awards, such as electronic devices) as a result of drawings, contests, or year-end or other recognition awards?

- Support of travel (including, but not limited to study abroad, course trips, professional development, or conferences)?

- Exchange for services performed by the student, whether for the benefit of the university or a university department, or as an opportunity for the student in leadership or their area of specialty?

Financial Assistance
Must be paid through the financial aid office as payment on the student's account. Will be part of the students 1098-T and may impact financial aid package.

Is the department making direct payment on the student's behalf, or is this a receipt-based reimbursement?

No

Yes

Compensation
Work study or non-work study student employment. Paid through Payroll. Generates W-2.

Student provided with a predetermined amount of money to apply to their travel expenses.

Direct payment on the student's behalf, or the student is providing us with receipts to reimburse their travel expenses.

Pay in accordance with Contoller's Office Procedures