

PAYMENTS TO STUDENTS Quick Reference Table (See Policy for more detail and specific processing procedures.)

<http://www.wesleyan.edu/finance/financeDept/accounts/PmtstoStud.html>

	TYPE OF PAYMENT	DEFINITIONS AND EXAMPLES	PAYMENT PROCEDURE		WESLEYAN'S REPORTING REQUIREMENT	
			US CITIZEN RESIDENT ALIEN	NON US CITIZEN NON RESIDENT ALIEN	US CITIZEN	NON US CITIZEN
1	COMPENSATION	Payment for work performed or services rendered. This applies even if all candidates for a degree are required to perform these services to receive the degree.	PAYROLL	PAYROLL	W-2	W-2/1042-S
2	STIPEND/GRANT/FELLOWSHIP INTERNSHIP, SCHOLARSHIP – SERVICES REQUIRED	An amount paid for the benefit of a student at an educational institution to aid in the pursuit of study or research. Examples: Hughes, Mellon, McNair	PAYROLL (Students are paid for actual hours worked. Resident Advisors may be paid a lump sum.)	PAYROLL	W-2	W-2/1042-S
3	STIPEND/GRANT/FELLOWSHIP INTERNSHIP, SCHOLARSHIP – NO SERVICES REQUIRED	An amount paid for the benefit of a student at an educational institution to aid in the pursuit of study or research. May include an amount paid to defray travel expenses and does not require receipts. Examples: Dana, Davenport, Watson	AP	AP (Submit to International Tax Specialist first.)	NONE (Per IRS Notice 87-31)	1042-S at 14%
4	PRIZES/AWARDS	An amount awarded to a student for academic excellence, achievement or special recognition. A prize/award is not considered compensation for services.	AP	AP (Submit to International Tax Specialist first.)	1099-MISC	1042-S at 30%
5	TRAVEL REIMBURSEMENT	An amount paid to a student to make the individual whole for an out-of-pocket travel expense incurred. Requests must be supported by original documentation, including the purpose of the travel.	AP	AP (Submit to International Tax Specialist first.)	NONE	1042-S at 14%

6	REIMBURSED EXPENSES	An amount paid to a student to make the individual whole for an out-of-pocket expense incurred. Requests must be supported by original documentation, including the purpose of the expense.	AP	AP (Submit to International Tax Specialist first.)	NONE	1042-S at 14%
7	NON QUALIFIED SCHOLARSHIP	An amount paid to a student greater than the amount charged by the student's educational institution for tuition, required fees, books, supplies and equipment. Cash, without receipts, is considered a non qualified scholarship. Handled similar to a stipend/grant.	AP	AP (Submit to International Tax Specialist first.)	NONE (Per IRS Notice 87-31)	1042-S at 14%
8	QUALIFIED SCHOLARSHIP	An amount given to a student to be used for tuition, required fees, books, supplies and equipment for attendance at Wesleyan. Cash, without receipts, disbursed to a student is not qualified scholarship.	STUDENT ACCOUNTS	STUDENT ACCOUNTS	Tuition only on a 1098-T for students with a SSN	Tuition only on a 1098-T for students with a SSN

OTHER PAYMENTS/STUDENT CREDITS

	TYPE OF PAYMENT	DEFINITIONS AND EXAMPLES	PAYMENT PROCEDURE		WESLEYAN'S REPORTING REQUIREMENT	
			US CITIZEN RESIDENT ALIEN	NON US CITIZEN NON RESIDENT ALIEN	US CITIZEN	NON US CITIZEN
1	ROOM AND BOARD	An amount given to a student to be used for room and board for attendance at Wesleyan.	N/A	STUDENT ACCOUNTS	N/A	1042-S at 14%