PAYMENTS TO STUDENTS FLOWCHART

Is the payment for tuition or required fees to attend Wesleyan?

No → **Is the payment a prize or award?**

No → **Is the payment a living allowance to help defray the student's academic expenses?**

No → **Is the payment to a student to aid in the pursuit of study or research?**

Yes ↓

SCHOLARSHIP
An amount paid to a degree-seeking student or credits to the student's account to aid in the pursuit of study or research. Limited to the amount used for tuition and fees, books, supplies, and equipment required for courses.

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Financial Aid awards a grant to a student and applies it to the student's account.

↓

Student Account Refunds
An amount paid to a student resulting from a credit balance on the student's account. The Student Accounts Office submits an AP voucher using Account code 12200.

Yes ↓

PRIZE/AWARD
A payment for recognition or achievement. The recipient may use a prize/award amounts as they see fit.

↓

Submit an AP voucher using Account code 88600.
Voucher requires the *Student Payment Voucher Attachment,* indicating the name or brief description of the prize.

Yes ↓

STIPEND
A living allowance to help defray academic expenses. In no instance is a stipend payment involving services as it relates to work.

↓

Submit an AP voucher using the appropriate Stipend Account code:

88170 - UG Stipends
88171 - UG Stipends-Meals
88172 - UG Stipends-Lodging
88173 - UG Stipends-Airfare
88174 - UG Stipends-Mileage
88175 - UG Stipends-Gas
88176 - UG Stipends-Tolls
88177 - UG Stipends-Parking
88100 - Graduate Stipends

Participant support Account codes should be used for grants with participant support budget:

89325 - Part Stip-Grnts Only
83930 - Part Subs-Grnts Only
84210 - Part Matrls-Grnts
84518 - Part Trvl-Grnts Only
84580-84589 - Participant Trvl-xxx

Voucher requires the *Student Payment Voucher Attachment,* as well as detailed estimated expenses.

Yes ↓

TRAINEE/RESEARCH FELLOWSHIP
A payment to a student to aid in the pursuit of study or research. **Depending upon the facts, may be paid via AP or Payroll.**

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Does the student maintain patents or copyrights with respect to the work?
(University maintains rights = No)   — No →

↓ Yes

Does the student direct the course of the work/study?
(Mentor/University directs the work = No)   — No →

↓ Yes

Does the student determine the subject matter of the work/study?
(University determines subject matter of work/study= No)   — No →

↓ Yes

Does the student benefit from the completion of the work?
(University benefits from the work = No)   — No →

↓ Yes

Is the student being paid to study?
(Student is being paid to work = No)   — No →

↓ Yes

Submit an AP voucher using Account code 88400.
Voucher requires the *Student Payment Voucher Attachment,* with the Trainee/Fellowship Determination section completed.

COMPENSATION FOR SERVICES

Undergraduate Students
Submit time hourly via *Student Time Entry,* using a student position number.

Graduate Students
Submit time hourly via an email to Payroll, using the *Additional Hourly Earnings* sheet.

1/16/2018