PAYMENTS TO STUDENTS FLOWCHART

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

Yes

SCHOLARSHIP
An amount paid to a student or student-employee toward the cost of study or research. Limited to the amount used for tuition and fees, books, supplies, and equipment required for coursework.

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

No

STIPEND
A payment to aid in the pursuit of study or research. May be paid via AP or Payroll.

Yes

Submit an AP voucher using the appropriate UG Student Account codes:
- 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.

No

PRIZE/AWARD
A payment for recognition or achievement. The recipient may use the prize amount as they see fit.

Submit an AP voucher using the appropriate UG Stipend Account codes:
- 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

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- 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.

No

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

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

Yes

Does Student maintain patents or copyrights with respect to the work?

No

Financial aid received by the student is to be applied first.

Yes

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

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

Is the student being paid to work?

No

Does the student benefit from the completion of the work?

University benefits from the work = No

Does the student direct the course of the work/study?

Mentor/University directs the work = No

Does the student determine the subject matter of the work/study?

University determines subject matter of work/study = No

No

TRAINED/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.

Yes

SCHOLARSHIP
A payment 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 coursework.

Submit an AP voucher using Account code 88600. Voucher requires the Student Payment Voucher Attachment, with the Trainee/Fellowship Determination section completed.

Yes

Is the payment to a student to aid in the pursuit of study or research?

Is the payment a living allowance to help defray the student's academic expenses?

Is the payment a prize or award?

Voucher requires the Student Payment Voucher Attachment, indicating the name or brief description of the plan.

1/16/2018