

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.	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.	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%