

## Stipend Payments

**Purpose:** to explain how to categorize payments made to students and participants in support of their education-related activities and to outline procedures used in making stipend payments.

There is no "one size fits all" scenario for paying stipends. Each situation must be analyzed to determine the proper course of action to ensure the University is in compliance with all rules, laws and regulations. It is very important to know this information as the University may suffer fines and penalties if payments are not made properly. You may need to place a hold on the student's account to ensure they do not enroll without your knowledge. Departments will be responsible for fines and penalties if they do not adhere to the guidelines. Below are some general guidelines to follow. Please contact the VP for Student Affairs, if you need further guidance.

Stipend payments may be paid in various forms. It can be an amount paid to a graduate, undergraduate, or postdoctoral student as a scholarship, fellowship, financial assistance grant, training grant, or other contributions to support educational or training expenses, including tuition & fees, living costs and other incidental expenses.

There are two-types of educational student stipends: service (work-related) stipends and nonservice stipends.

1. **Service "work-related" stipends:** payments to any student for work performed in order to receive compensation must go through **Human Resources**
2. **Nonservice stipends:** Payments to students or participants who do not provide any services.

**Student Stipend:** Persons enrolled in classes.

- a. If the stipend to students is for any item included in the **cost of attendance**, the request must go through the **Office of Financial Aid unless** the VP for Student Affairs makes an exception. (See link for cost of attendance guidance <https://www.uah.edu/admissions/undergraduate/financial-aid/costs>)
- b. If the stipend to students is for participating in a program to further their research or academic training experience, complete the **student stipend** form ([here](#)) and submit to Contracts and Grants Accounting for approval prior to sending the form to the bursar for payment.

**Participant Stipends:** Participants are not enrolled in classes. The **participant stipend** form ([here](#)) should be completed and submitted to Contracts and Grants Accounting for approval prior to entering an issue check requisition for payment through accounts payable.

3. **International Students:** Contact the **Office of International Student and Scholar Services** for further guidance.

**Supporting documents and the stipend request form should be combined into one .pdf file, then signed with digital signature, and forwarded to Contracts & Grants accounting at [CGA@UAH.EDU](mailto:CGA@UAH.EDU).**



# PARTICIPANT STIPEND REQUEST FORM

Funding Source: _____	Fund #: _____
Org #: _____	Account Code: _____

## PARTICIPANT INFORMATION

	Last Name	First Name	Middle Name	Participation dates		Purpose of Payment	Payment Amount
				Start date	End Date		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

**TOTAL** \_\_\_\_\_

Principal Investigator: \_\_\_\_\_  
*Print* *Signature* *Date*

C & G Accounting Approval: \_\_\_\_\_  
*Print* *Signature* *Date*