Additional Information for the Student Payment Treatment Determination Flow Chart

Determining if there is a Service Requirement

The following policy applies to determine whether there is a service requirement in order for the student to receive payment. If there are significant conditions attached to the payment, which exceed the typical duties as a student or the payment allows the student to pursue research or studies primarily for the benefit of the institution, the payment has a service requirement.

The institution would be the primary beneficiary from the payment to student if the results or research will be used by the University, the institution determines the activities performed, or the service the student performs meets the University's commitment to an outside funding agency. In addition, if the institution would have to hire an employee or contractor for the service in place of the student, or the student is selected based on their experience, the institution is the primary beneficiary.

Determining who is the Primary Beneficiary

The institution would not be considered the primary beneficiary from the payment to the student if there are no strings attached to the funding for the student to receive and no significant service requirement by the student. The primary purpose of the activity is for the student's education or training and the institution recieves only an incidental benefit. Additionally, the service the student performs contributes to their skills in their area of study and the student is actually performing the activity. The student is selected for service to further his/her education or training.

Determining if the Expense Reimbursement or Travel Advance is related to Education

The expense reimbursement or travel advance is related to Education if the activities being performed are to advance the student's education and they are part of a student's degree work. The activity may be supported by student's scholarship/grant and may be a requirement of the degree program with a grading component attached.

The expense reimbursement or travel advance is not related to Education if the activity the student performs directly supports the faculty member's project or research program; is representing the University by participating or presenting at a conference or scholastic competition; or the student is representing the institution on official University Business.

Processing and Crediting Payment

All funding accounted by Scholarships and Financial Aid, will be posted to the student's account and may or may not result in a refund (check or a direct deposit), depending on student's current balance and if other aid has to be adjusted to ensure the student's financial aid & scholarships don't exceed the cost-of-attendance. While Non Service Pay requests are accounted for as a resource for financial aid purposes, the Controller's Office issues payment in the form of a check or direct deposit. Note that setting up direct deposit for refunds from student accounts is different than a request for Non Service Pay refunds, however the bank account to where the student wishes the funds to go will most likely be the same.

Direct Deposit Set-up for financial aid scholarship – ZZUSIS at Self Service, Campus Finances, Enroll in direct deposit.

Direct Deposit Set-Up Non Service Pay– Go to Travel Services, Travel Reimbursement Direct Deposit.