

## *Payments to Student Guide Questions and Answers*

### **FINANCIAL AID**

#### **How do we find out if a student is enrolled in classes or not?**

You must have INB access in Banner. Go to Form SFAREGQ. If you don't have access to this form you may request it through support.wm.edu.

#### **Define enrolled.**

An enrolled student is a student enrolled in classes during the semester for which the funds are intended to be used.

#### **If the student is enrolled in a non-credit class, is this considered enrollment?**

Non-Credit Classes is not considered Enrollment. If need additional information contact Financial Aid.

#### **Are qualified expenses taken off the students loans before the qualified scholarships are applied?**

Yes, loans are applied first before scholarship funds.

#### **What information does Financial Aid need to ensure the student's Financial aid award is not affected by a stipend payment?**

Departments need to send an explanation or description of the payment.

#### **Can the payment to a student still be considered a non-qualified scholarship if they are required to complete a dissertation, proposal or some type of deliverable?**

Yes, as long as they are not doing the research under the direction of another person then it is not considered a job.

#### **If I have several scholarships that need to be paid, can I submit a spreadsheet to Financial Aid?**

Yes, Financial Aid has a spreadsheet that is available.

#### **What if some of the payments that are listed on the spreadsheet to Financial Aid are for NRA's? What do I do since Payroll needs to complete the tax assessment?**

The department will need to reach out to Payroll by submitting an email to [ForeignNationals@wm.edu](mailto:ForeignNationals@wm.edu) before submitting the spreadsheet to Financial Aid. Please see Processing a payment to a NRA through AP and Financial Aid document for additional information.

#### **How should we process a payment for a research grant for an enrolled student who is receiving funds to go towards supplies and equipment? Is it a qualified scholarship?**

It is not a qualified scholarship but should be processed the same as a qualified scholarship through Financial Aid.

#### **How do we process Graduation Awards?**

Graduation Awards are to be processed though Financial Aid and are reported, if applicable on a 1098-T. If you would like the payment to be processed by a specific due date, please state this on the FINAID spreadsheet (example: some departments do not want the payment processed before graduation). If you miss the Financial Aid deadline and the student is no longer enrolled in classes, the payment will need to be processed through AP on a VPRF. However if the award is processed through AP, the payment is reported on a 1099-MISC if the total payments are \$600+.

#### **What is the deadline to submit Graduation Awards to Financial Aid?**

The deadline to submit your request (spreadsheet) to Financial Aid is the last day of undergraduate exams. Please see published dates. This deadline is both for undergraduate and graduate graduation awards.

#### **Do travel Scholarships go through Financial Aid?**

A travel Scholarship is defined as award given to a student to aid them with travel related expenses. Student is not required to provide receipts. You may treat a travel scholarship like any other non-qualified scholarship.

#### **What is the difference between a non-qualified scholarship and a Stipend?**

A non-qualified scholarship can be used to pay for non-qualified tuition or related expenses. Expenses such as optional fees, room, board, travel, personal expense. A stipend, is given to students to help defray living expenses during the educational or training experience. A stipend is usually given during an internship or training activities.

**How is a non-qualified scholarship for the summer processed if the payment is being made in the spring/fall?**

If the student is not enrolled in classes during the summer, the payment is to be processed through AP regardless if they are enrolled in classes in the spring/fall. You must document this on the VPRF so that the AP office will know why the payment was not processed through Financial Aid.

**Do Graduate Assistants (GA) have to be enrolled in classes to be paid through Financial Aid? For example, they are working in the summer but enrolled in classes for the fall, do they still go through HR or Financial Aid?**

The GA may have to be paid as an hourly worker through Financial Aid and only go through HR if they have graduated and are no longer a student.

**Do I put the endowment number on the form to Financial aid?**

Financial Aid can process payments directly to the Endowment Funding.

## HUMAN RESOURCES

**How do I know if a student has been employed with W&M before?**

You must verify with the HR or Financial Aid office or you can check that information if you have access to NBAJOBS.

**For one-time pays or if someone is being paid by the hour for a one time job, do they still go through the whole HR process but are paid by Financial Aid?**

If your intent is to hire someone as an employee, the student will be required to submit all the required Student Employment documents to include completing the I-9.

**For a one-time payment, do we put the hours in Banner on a timesheet?**

No, it should be listed on the one-time pay form.

**How do we fill out the HR form in advance for one-time pays when we do not know the actual hours that will be worked?**

You must complete the form with the 'guestimate" of hours to be worked by the student-employee.

**What account code do we use for one-time pays to graduate students?**

Wages - 611441

**How are one-time payments to graduate students handled?**

They can be processed as an hourly job through Financial Aid, same process as an undergraduate.

**Do different rules apply for student payments if they are being paid by a grant?**

No, the same rules apply.

**Do the undergraduate employment forms go to payroll?**

All undergraduate employment forms are processed by the Financial Aid Office.

**What if a student is being mentored during research, is that still considered a research scholarship/fellowship?**

If the student is being mentored, it can still qualify as a research scholarship/fellowship. However if they are being supervised it is considered a job.

**What is the definition of a Graduate Assistantship and how are they paid? Is it only for the academic year during the Spring and Fall? Can it be for the Summer?**

A Graduate Assistantship (GA) is an academic job held by a graduate student, which involves paying for services rendered. Customarily, GAs are offered during academic semesters which could include a summer semester. The GAs are jobs and processed as such by the HR office. The GAs receive bi-monthly pay just like any other employee.

**Will the hour limit affect the work-study program?**

Student Employment is subject to the 1400 hour maximum. Any additional hours to the 1400 hour maximum must be approved by HR.

**What period is used to measure the 1400 hour maximum?**

May 1 – April 30

**Is there a mandate on how much to pay the students for undergraduate hourly jobs or one-time jobs?**

Minimum wage or within reason

**How many hours can a student work per week?**

29 hours per week, no more than 1400 hours for the year. They can work more hours in the Summer if they have not met the 1400 hours maximum.

**ACCOUNTS PAYABLE****If a student is to be paid a Summer stipend/lump-sum fellowship/research scholarship or fellowship and are not enrolled in classes, are we to go through Accounts Payable on a Vendor Payment Request Form (VPRF)?**

Yes, if they are not enrolled in Summer classes then a VPRF should be completed and sent to AP for processing. However if the student is enrolled in classes for the Summer, the payment will need to go through Financial Aid. If making the payment before the Summer starts, you will need to ask the student if they plan to enroll in Summer classes.

**What is the difference between a stipend and a one-time job payment?**

A stipend is not a payment for services while a one-time job is payment for services provided to the College

**Can a student receive payment as an independent contractor for services performed?**

Students cannot be independent contractors for the College. If services are provided by students it is employment. You must work with the Financial Aid office (Undergraduate) and HR (Graduate) to find the correct mechanics to pay the student.

**What if a student presents at a W&M conference, how do we pay them? Do they get a stipend, honorarium?**

Students cannot receive an honorarium. If the conference is organized by W&M, they could receive an award.

**Does the department have to send the tax letter to the students?**

Yes, a stipend is treated as a non-reportable scholarship. Send the student the tax letter to let them know that they will not receive a 1099 and that the payment is self-reported. You should send them the tax letter when generating the award letter.

**If the student is receiving a payment that will not be 1099 reportable (Stipend) and the award letter states that the payment is self-reported, do we still need to check if the student is a Non Resident Alien (NRA)?**

NRAs are subject to different tax rules. They should not receive the standard tax letter.

**Who should the NRA contact if they have tax questions?**

For Non-Resident Alien Tax assessment, you must send an email to [ForeignNationals@wm.edu](mailto:ForeignNationals@wm.edu)

**Is there a place in Banner PROD that we can check to see if a student is an NRA (Non-Resident Alien)?**

Yes, you can use SPAIDEN under the biographical tab. It will state if the student is a US citizen or not. Others have suggested SPAPERS however AP staff does not have access to this.

**What is the timeline for the NRA process?**

NRA's will be contacted by the end of the week on Friday. The contact occurs through FNIS (Foreign National Information System).

**When issuing a prize to a non-W&M student, do I need to provide a W-9?**

Prizes are 1099 reportable. You must provide a COV Sub W-9. The COV Sub W-9 should be sent by the department to [apvendors@wm.edu](mailto:apvendors@wm.edu), the VPRF should not be sent to AP until the Banner and Cardinal ID is obtained.

**How should REUs (Research Experience for Undergraduates) be processed?**

The REUs will be receiving stipend payments. Please complete the VPRF and send the payment request to Accounts Payable.

**Once the payment gets processed through Financial Aid, how does the student receive the payment? Check or direct deposit?**

If the student has direct deposit setup, the payment will go through via direct deposit. A request to override the direct deposit for the department to pick up a check will not be granted. The payment to the student is issued after it goes to student accounts to see if they owe money to the college.

**Do students need to have a travel authorization?**

No, but it is recommended to track what they are doing.

**Where is the tax letter to give to students if the payment is self-reported?**

On AP's website under forms: <http://www.wm.edu/offices/financialoperations/ap/forms/index.php>

