Florida State University
Departmental Student Payments

This form is used to process scholarships, fellowships, grants, and other departmental payments which are not processed through the FS4U scholarship system for FSU Foundation scholarships or related to compensation for work performed. This form should not be used to process waivers funded by the FSU Foundation, which must be entered into the waiver system in OMNI. This form should not be used to pay student research participants, which are processed through Accounts Payable. Refer to the Controller's Student Payment Guidelines document for more information on making and classifying student payments.

Payment Note: Payments processed via this form will be disbursed through the Office of Financial Aid or Payroll Services. Departments have flexibility in how their awards are to be spent, and can note specific requirements in the "Purpose of Payment" field below. If that field is left blank, the award will be applied to any outstanding balance on the student's account before a remainder is refunded. If this payment is on Contract and Grant Funds, the "Purpose of Payment" must be completed below.

Citizenship Note: Per IRS regulation, payments to students who are classified as Non-Resident Aliens (NRA) for tax purposes must be reported to the IRS on tax form 1042S and could be subject to federal withholding tax for any scholarship amount greater than the student's Qualified Tuition and Related Expenses (QTRE). Payments that exceed a student's QTRE, as derived from the FSU_SF_QTRE_LOOKUP query in Student Central, will be routed to Payroll Services for taxation and disbursement.

Department Information

Department Name: _____   Contact Name: _____

Contact Email: _____   Contact Phone: _____

Award Information

Name of Award: _____   Funding Source: _____

Calendar Year: _____   Term: _____   Dept ID: _____   Fund Code: _____   Project ID: _____

OR   Item Type: _____

*An Item Type is the basic accounting unit used in Financial Aid and Student Financials. You can lookup available item types by department and fund using the FSU_SF_ITEM_TYPES query in Student Central. All item types submitted here should begin with an 8 or 9.

Payment Details

Required for All Payments				Required for 1x Payments	Required for Recurring Payments				Financial Aid Data
EMPLID	Name	Purpose of Payment	Student Enrolled?	1x Payment Amount	Payment Frequency	Total Number of Payments	Total Payment for Term	Desired Pay Cycle	For Estimation Purposes: Will this award repeat?

1. Selecting the **Stipend** option in the **Purpose of Payment** field will directly refund the student and will not pay any charges on the account. If you would like to pay charges and refund any balance to the student, select the **Payment - Any Charges** option.

2. Select **Non-Cash Award** in the **Purpose of Payment** field when reporting an award for financial aid or tax purposes that was not given to the student in the form of cash (e.g. gift card, technology, etc.)

3. For recurring payments, Student Business Services will divide the value in the **Total Payment for Term** field by the value in the **Total Number of Payments** field to derive per-payment amount disbursed on a once-per-month or twice-per-month schedule.

4. The **Expected Disbursement Cycle** field allows OFA to estimate an award of similar amount next year to prevent overawarding of aid. If this is left blank and the student receives departmental funds, there may be adjustments to grants/work-study or loan funding. If the situation changes and the student will not receive funding, the department or student can notify OFA so the estimate can be removed.

☐ Check this box if you will be using the Excel Student Payment Addendum along with the grid above.

Approvals

Budget Manager: _____

Click the **Submit for Processing** button to submit your form once signed by the Budget Manager. Contact the Student Payments team with questions or concerns at ctl-studentpayment@fsu.edu or 850.644.9435.

SRA Approval _____   FSURF Approval _____   Provost Approval _____