Stipend Agreement Form

Stipends are NOT PAYCHECKS! Students in the various chartered student organizations and programs are volunteers. Stipends are provided in recognition of expenses that may be incurred as a result of the time you'll put into the organization or program. For example, you may need to purchase an extra meal, or additional childcare, or more gas for your vehicle because you may need to travel to and from the campus more than you normally would. It is quite appropriate to use time in the office, activities/tasks accomplished and projects completed as measures of whether you have earned a full stipend for whatever designated period.

While stipends are not pay, it is still considered income. The Financial Aid Office regards your potential stipend as an available resource in calculating your financial aid award. If you are receiving financial aid and a stipend, you must see a Financial Aid Counselor to learn what impact receiving a stipend may have on your financial aid award. If there will be a negative impact, you may decline either part of or the full stipend amount. The university’s accounting system will automatically notify the Financial Aid Office when a stipend is disbursed to you.

An original, completed WH-1 must accompany each stipend request. Be sure that the address indicated is a valid mailing address. Please take time to read the instructions and complete the form correctly, especially if you not a US citizen. Submitting an incorrect WH-1 can significantly delay payment.

When the Campus Center receives stipend payments, the Business Managers/Treasurer will be informed, via email. All stipends must be picked up, in the Campus Center Office, room 210, by the person receiving the stipend. Should other arrangements be needed, contact the Campus Center Director.

Each program shall develop a position description and an agreement form that must be submitted with the stipend request. The agreement should include the stipend amount, stipend payment cycle, conditions that must be met to receive the stipend and consequences of not meeting those conditions. This agreement should be signed by you, the Business Manager/Treasure of your group and turned in with the stipend request.

Acknowledgement:
I, ___________________________________________ (print your name), understand the purpose of a stipend and the potential outcome receiving a stipend will have on my financial aid award. (check one of the following)

☐ I do not receive financial aid, therefore I will not need to see a Financial Aid Counselor.
☐ I do receive financial aid and I have discussed with a Financial Aid Counselor about my position in my organization and how a stipend could affect my Financial Aid Award for this academic year.

Total Discussed Stipend Amount: ____________ Semester/Year: ________________

FAO Name: ______________________________________ FAO Title: _________________________

FAO Signature: ___________________________ Date: ______________

_________________________________________ ________________________
Signature of Recipient Date

Witness:

_________________________________________ ________________________
Signature of Business Manager/Treasurer Date

Revised: 07.01.2016