

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	April 2003
Section 6.5	Payroll Services	Revised:	September 2008
Policy 6.5.8	Stipend Payments to Students	Responsibility:	Assistant Vice President for Business Affairs

STIPEND PAYMENTS TO STUDENTS

Procedures

Stipends are funds for students to do research to benefit their study and offset the cost of tuition and fees. Payment to students in the form of stipends are made on the first day of the month following the effective date of the stipend. The department will process a [Fellowship Award Authorization](#) form with the necessary information and forward the form to the Office of Sponsored Programs. Once approved, the Office of Sponsored Programs will forward the form to the Payroll Services Office for processing. Any adjustment and/or termination of payment must be submitted on a new [Fellowship Award Authorization](#) form through the Office of Sponsored Programs.
