



## Student Assistance Processing Policy

In order to provide consistency within Business Affairs, assistance to students should be provided following this policy.

- If the assistance is to cover a charge to the student's account, it should be processed through Financial Aid and onto the student's account. Examples include:
  - Tuition charges
  - Fees
  - UST Room charges
  - UST board charges
  
- If the assistance is to provide the student with a stipend and is not to offset any charge on their student account, it should be processed through Accounts Payable. Examples include:
  - Living expense stipend
  - Payment for outside rent or food

This is considered taxable income since it is assistance that is not for tuition and fees and the student may receive a Form 1099 or Form 1042-S at the end of the calendar year.

- Internal charges to cover food or meal plans may not be used.
  - If assistance is to be provided for a meal plan, it should go through Financial Aid and onto the student's account to cover the board charge.
  - If assistance is to be provided for Express Dollars to be used towards meal purchases, please work with the Business Office to put the assistance through the student account and onto the Express Card.
  
- Internal charges to cover bookstore charges may not be used. If assistance is to be provided for books, the following steps should be followed:
  - At the beginning of the term, provide a list to the Bookstore with the following information:
    - Student name and Banner ID
    - Allowable amount for books
    - Name of the program/grant/contract that is covering the book costs
  - At check-out, the students should provide the Bookstore with the program/grant/contract name that allows them to charge the books to their student account.
  - The Bookstore checks the list and they use a carbon copy receipt to complete the sale.
  - The Bookstore will send the carbon copy to the Business Office who then puts the charge on the student account.
  - Assistance to cover the book charges should be processed through Financial Aid and put onto the student's account.