Payment is to be made to a student:

The Payment is for:

Research or studies conducted primarily to benefit the university or the granting organization

 NO

Process as Payroll

HR or Student Employment

YES

NO

YES

Work performed by student in activity under control, direction and supervision of W&M, or are we a passthrough for funds?

YES

NO

NO

Process as Financial Aid

YES

Student is Enrolled?

NO

YES

NO

Past, Present or future employment services?

Is it a Qualified Scholarship / Fellowship Payment? (see **Note 1)**

**Note 1:** Qualified Payments to Students are funds designated for covering tuition and related mandatory fees. Departments MUST clearly separate in their documentation the amounts allocated as Qualified Scholarships.

**Note 2:** Non-Qualified Payments to Students are amount provided to student that can be used for expenses that are not qualified tuition or related expenses. These includes Research Scholarhips/Fellowships, Awards, Prizes, Stipends, Grants and others.

**Note 3:** Reimbursements are allowed and non-reportable if they support a faculty project (not student research), relate to conference presentations, are for official University business, and have a documented purpose. If not present, the payment is a Non-Qualified Payment to the student.

Is a Reimbursement in support of Official University Business (see **Note 3**)

Is it a Non- Qualified Scholarship / Fellowship Payment? (see **Note 2**)

Process through AP or Travel

YES

Process as Accounts Payable (AP)

Process as Financial Aid

NO

YES

Student is Enrolled?

YES