



Student Stipend Eligibility Determination Form

Stipend #

Position Title: _____ Date: _____

Position Description: Full job description must be attached to this form.

Submitted by: _____ Title: _____

Department Name: _____

FACTORS TO BE CONSIDERED FOR STIPEND

If the answer to all of these questions is yes, then the position is eligible to receive a stipend payment through accounts payable, and the position does not establish an employment relationship between the University and the student. If the answer to any one of these statements is no, then the position does establish an employment relationship with the student, and the position must be classified as an hourly position. To ensure an accurate evaluation, please contact the Manager of Student Employment at extension 6444 if you have any questions regarding the meaning of any terms used.

	YES	NO	FACTORS
1			Is the activity part of the student's overall educational program?
2			Is the activity conducted primarily for the benefit of the student as part of the educational opportunities provided to students?
3			Are the responsibilities not considered service for the benefit of the University?
4			Is the activity considered extracurricular and provide a benefit to a group other than the University (e.g., the student body) as opposed to providing a tangible service to the University?
5			Are the activities such that the University would not hire an employee to perform those activities?

Supervisor or Budget Manager Signature: _____

Printed Name: _____ Date: _____ Phone Extension: _____

For use by Student Employment Office: Do not write below this line.

Manager of Student Employment: _____ Date: _____

This position qualifies for a stipend payment and does not establish an employment relationship. _____ YES _____ NO