



GUIDELINES FOR STUDENTS' DISBURSEMENTS FOR PRIZES, BOOKS, STUDY ABROAD, RESEARCH AND STUDENT TRAVEL

Prize

A prize is defined as the result of a student entering into an advertised competition and being named as the winner of that competition. When students receive a monetary prize the student can be paid through the Foundation's normal disbursement process. The fund managers submit a Request for Disbursement to the Foundation with the appropriate documentation, the student's name and Banner ID. The check will be made payable to the student and will not be processed through his/her bursar account. The prize is taxable income to the student.

Book Scholarships

Two options exist for book scholarships.

Option 1: – when the donor restricts the gift to book scholarships only: The department works with the Co-Op Store to establish an account in the student's name with a maximum spendable amount set as the amount of the award. The department then completes an eSDR for the book award with a comment containing instructions for the FIUP to issue check payable to the Co-Op Store. The unspent balance at the end of the semester will carry over to the following semester. If the student does not spend the full amount before graduation then the funds will be reimbursed back to the original Foundation fund from which they were drawn.

Option 2: – the fund states multiple uses, allows for the coverage of tuition, fees, books and other educational expenses, or the student wishes to purchase books from another vendor: Book scholarships issued from these funds or for reasons listed must follow the normal scholarship request process where the department completes the eSDR, it is approved by the Bursar and applied to the student's account. If the student has no outstanding balance, a refund will be issued in the student's name and they can then use the funds for purchase of their books.

As noted – both options require eSDR's.

Study Abroad

Study Abroad scholarships must be processed through the Office of the Bursar and applied to the student's account. The department will need to set up a program code for the study abroad experience and then the scholarship will pay to the program cost for that student's bursar account. IUP reimbursement for Study Abroad scholarships are to be requested through the eSDR system.

Research and Student Travel

Research and student travel awards can be paid through the FIUP disbursement procedures or through the eSDR for undocumented expenses. If the check is to be issued directly to the student as reimbursement for research or travel costs through the FIUP disbursement procedure, a disbursement request needs to be completed by the authorizing department and ALL original receipts must be attached as documentation of the expenses. If the student is given a lump sum for research or travel or does not have receipts, the payment will be treated as a scholarship and processed through the eSDR system with payment applied to the student's account. It is the student's responsibility to determine for themselves the appropriate tax implication this type of scholarship/assistance may create.

Please feel free to contact the Foundation office if you have any questions. You may ask for Betsy or Karen.