COLLEGE

Start

Disbursements to Students Decision Tree

Contact bohna@lafayette.edu for assistance

LNo-

Is the payment for services performed for the College by the student; past, present, or future?

Is the payment for Tuition, Fees, Room or Board to attend Lafayette?

Is the payment a living allowance to help defray the student's incidental expenses?

Yes

Is the payment for participation as a human subject in a research study?

Is the payment for direct reimbursement of expenses incurred when acting as an "agent" of the College?

COMPENSATION FOR SERVICES

Yes

Compensation includes payments for a job held by a student which involves pay for services rendered for the College, of an employment nature, and at the direction and control of the College. Should be performed on campus, not remote.

SCHOLARSHIP

An amount provided to a credits to the student's account to aid in the pursuit of study. Limited in use to published cost of attendance.

PRIZE/AWARD

Yes

Is the payment

a prize or award?

No-

A payment in recognition of competition, special skills, achievements, performance, contest or other criteria.

STIPEND

An allowance to help defray incidental expenses, beyond published cost of attendance, such as room and board, travel, nonrequired books, etc. Student is not limited in use of funds. A stipend is a payment in which no services are rendered or required at or for the College.

Submit via the **Emburse Invoice**

module as a Stipend. Use Account

code 710514.

US Citizen/Resident Alien

No tax withholding. The College is

not required to report to IRS or

issue a year-end tax document.

Amount may be taxable to student

and should be self-reported on tax

return as SCH type compensation.

College will issue letter to student

summarizing potential tax

TRAINEE/RESEARCH **FELLOWSHIP**

A payment to a student to aid in the pursuit of independent study or research. Depending upon the facts, may be paid via AP or Payroll.

Is the

payment to a student to

aid in the pursuit of

study or research?

Yes

RESEARCH SUBJECT PARTICIPANT

Student participated by being the target of observation, interaction or intervention by researchers.

Submit via the Emburse Invoice module as a Research 710435.

If compensated via a Non-Cash Prize or Gift Card submit Cash **Equivalent Prize and Award Distribution Log**

Submit a Student Payroll - Student Onboarding Notification Form to notify Student Payroll of the hire. Must be done annually.

FEDERAL WORK-STUDY (FWS) JOBS Submit time hourly via Web Time Entry.

NON-FWS JOBS AND SUMMER EMPLOYMENT

Submit time hourly via Web Time Entry, or in special cases, via Student Payroll Adjustments form

resulting from a credit

Yes

balance on the student's US Citizen/Resident Alien account. The Student Accounts Office submits an electronic refund or manual AP check to the student.

No tax withholding is required. At year-end, amount is reported on IRS Form 1099-MISC if minimum threshold is met.

Non-Resident Alien

Tax withholding is required unless exempt under tax treaty between US and home country. At year-end, amount is reported on IRS Form

Does the student maintain patent or copyrights with respect to the work?

Is the answer "YES" to all of

the following questions?

- Does the student direct the course of the work/study?
- Does the student determine the subject matter?
- Does the student benefit from the completion of the work? (vs College benefiting)?
- Is the student being paid to study (vs work)?

(Faculty led research typically results in an answer of "No")

No

Yes

Participant. Use Account code

US Citizen/Resident Alien

No tax withholding is required. At year-end, amount is reported on IRS Form 1099-MISC if minimum threshold is met.

Non-Resident Alien

Tax withholding is required unless exempt under tax treaty between US and home country. At year-end, amount is reported on IRS Form 1042/1042S.

STUDENT EXPENSE REIMBURSEMENT

Yes

Student incurred expenses for approved activities that primarily benefit the College. Student was representing the College when expenses were incurred. Must be substantiated via receipts.

Submit via the Emburse Invoice module as a Reimbursement. Use Account code related to expenditure type.

Not considered income. Not reportable to the IRS. No tax document at year-end.

Note: The nature of the payment, not the funding source, determines the payment methodology.

US Citizen/Resident Alien

Non-Resident Alien

Tax withholdings apply. At yearend, amount is reported on IRS Form W-2

Yes

degree-seeking student or

Financial Aid awards a grant

to a student and via a credit

to a student's account.

Student Account Refunds

An amount paid to a student

No tax withholding is

required. At year-end,

amount is reported on

IRS Form 1098-T.

Payment is required to be used for Lafayette published cost of attendance?

No

Submit via the Emburse Invoice module as a Prize or Award. Use Account code 710511.

Non-Resident Alien

Tax withholding is required unless exempt under tax treaty between US and home country At year-end, amount is reported on IRS Form 1042/1042S.

implications.

1042/1042S.

Updated: 7/24/2025