



**Office of Finance & Administration**  
 (719) 389-6782

## Student Award, Scholarship and Fellowship Payment Form

---

**SECTION 1** The definition of a student award is any payment that is intended to reward the student for an educational accomplishment or provide them with financial assistance to pursue an educational goal. Educational awards include the following types of payments: tuition and fees, room and board, travel, research, supplies and equipment, books, computers, student health insurance and medical expenses.

**Please Note:** Awards to students that are educational in nature are generally considered scholarships and / or fellowships by the IRS and may be considered taxable income to the recipient. The awards will be reported on either IRS Form 1098-T or IRS Form 1042-S if the award is made to an international student. If an award is not educational in nature it will be reported on Form 1099-MISC or Form 1042-S for an international student. An example of a non-educational award would be a prize from a contest.

---

### **SECTION 2** Payment Information

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_ International Student (check if yes) \_\_\_\_\_

Please attach a direct deposit form through Accounts Payable, if not already on file (will go to WB if direct deposit is not on file) Award description: \_\_\_\_\_

---

Will award funds be used for foreign travel or expenditures? If yes, where? \_\_\_\_\_

Award amount \$ \_\_\_\_\_

FOAP \_\_\_\_\_ - \_\_\_\_\_

FOAP \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (split between multiple orgs)

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Approver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

### **SECTION 3** Special Instructions

**Please be sure to explain why the student is receiving the payment, not just the name of the award.**

If you have any questions, please contact the Tax & Compliance Manager at 389-7844 or Accounts Payable at 389-6782.