

**Central Michigan University**  
**PROCESSING PAYMENTS TO CMU STUDENTS**  
**FOR PARTICIPATION IN LEARNING EXPERIENCES**

**BEFORE THE LEARNING EXPERIENCE**

**LEARNING EXPERIENCE QUESTIONNAIRE – Student Employment Services**

All learning experiences must be approved by Student Employment Services BEFORE proceeding below. Please download and complete the [Learning Experience Questionnaire](#) and submit to the Manager of Student Employment Services, currently Amy Thering, at least 10 business days in advance of the learning opportunity.

The program director will provide participants with a [Learning Experience Agreement](#). The participants will sign the agreement and return the original to the program director. Please retain a signed copy as documentation for the stipend payment.

**BEFORE REQUESTING STIPEND**

**GRANT FUNDED PROJECTS – DOCUMENTATION – Office of Sponsored Programs (OSP)/Grant Accounting**

If grant funded, before stipends are requested, the program director will send the following to OSP ([orgs@cmich.edu](mailto:orgs@cmich.edu)) and the grant accountant of the award:

1. A listing of the names of all CMU students participating in the research/learning experience,
2. The planned dates of stipend payments, and each stipend payment amount,
3. The approved Learning Experience Questionnaire.

The program director will receive an email from OSP confirming whether or not the documentation provided is in alignment with grant/sponsor guidelines. The goal is for this communication to be provided within 2 business days of this email being received by OSP. Please do not submit the request for stipend payments until you receive the approval email from OSP indicating the stipend payment plan is in alignment with the grant/sponsor guidelines.

## **STIPENDS PAID TO INTERNATIONAL STUDENTS – Payroll Travel**

Program directors or administrative support staff should contact the Payroll Office, [taxes@cmich.edu](mailto:taxes@cmich.edu) or 774-1055 regarding stipends for international student participants. International CMU students participating in learning experiences are subject to the same tax and financial aid rules as CMU students. Housing and meal allowances are considered non-qualified scholarship and will be taxed accordingly. Please be aware that if tax payments are withheld from the intended stipends, the net amount may be less than anticipated. The Payroll Office will work with you to determine the tax implications and advise you on the proper stipend amount to request.

### **REQUESTING STIPEND**

#### **PARTICIPANT STIPEND PAYMENT PROCESS – Student Account Services and University Billing**

*The following process will be initiated at least 10 business days in advance of a CMU student's stipend payment. Please keep in mind that the overall process for set-up may take up to 2 weeks. Please do not submit grant funded stipends without an approval email from OSP.*

### **REQUESTING STIPEND cont.**

#### **PARTICIPANT STIPEND PAYMENT PROCESS – Student Account Services and University Billing**

1. To request stipend payment: The program directors (or administrative support staff with program director copied in) will send an email to the offices listed below, listing the name, student identification number, amounts of stipends, meal and/or housing allowances to be disbursed to each individual student. The detail should include the cost center/WBS information, dates of distribution, and total amount of the stipend. Please send the detailed email and the approved Learning Experience Questionnaire to:
  - The Office of Scholarships and Financial Aid (OSFA):(Kristin Herndon [hernd1kh@cmich.edu](mailto:hernd1kh@cmich.edu); and Sarah Kasabian-Larson [kasab1s@cmich.edu](mailto:kasab1s@cmich.edu))
  - Director of Student Account Services and University Billing (Brian Bell [bell2bc@cmich.edu](mailto:bell2bc@cmich.edu))
  - University Billing (SASUB) (Brittany Drexler [drex11bl@cmich.edu](mailto:drex11bl@cmich.edu))
2. SASUB will flag the student account for disbursement based on the dates provided.
3. The stipend will be applied to the student's university account. Students will receive a refund if they have a credit account balance.
4. Once the stipend is credited to the students account by the Financial Aid Office, Student Account Services and University Billing issues electronic funds via ACH-Direct Deposit or to a BankMobile Vibe account. Please allow two business days after the issue date for your funds to post to your account. To see refund dates visit the Student Account Services and University Billing web page

at: [https://www.cmich.edu/fas/fsr/student\\_acct\\_university\\_billing/sasubrefunds/Pages/default.aspx](https://www.cmich.edu/fas/fsr/student_acct_university_billing/sasubrefunds/Pages/default.aspx) and select Electronic Refund Payment Dates.

### **ADDITIONAL STUDENT SUPPORT**

#### **PARTICIPANT TRAVEL/REIMBURSEMENT, ETC.**

1. **REIMBURSEMENTS:** Submit a non-employee/student reimbursement voucher with appropriate back up to Payable Accounting for reimbursement of any travel related expense (transportation, hotel, meals, conference fees, etc.)
2. **ROOM AND BOARD:**
  - Pay for all housing /meals to other CMU entities (CMUBS, ResLife, etc.) through journal entry
  - Pay for all housing to external CMU entities through Payable Accounting. Contact Contracting and Purchasing Services *prior* to making any housing commitments or agreements with external CMU entities.

### **FINANCIAL AID REPORTING AND TAX IMPLICATIONS**

The program director (or administrative support staff) will provide the participants with the *CMU Learning Experience Participant Financial Aid and Tax* document.

#### **STIPENDS, HOUSING/MEAL ALLOWANCES**

After the initial set-up for the stipend payments is complete, the Office of Scholarships and Financial Aid will record the stipend, meal allowances, and housing allowances as a financial aid resource on the students' financial aid package.

- Housing and meal allowances are considered non-qualified scholarship.
  - Information regarding payments made directly to students is collected by OSFA through the stipend process. These will be reported on the students 1098-T.
  - Dining hall meals are not considered a reportable meal allowance (per OSFA).
- **REIMBURSEMENTS:** Reimbursements to students for meals, travel, and/or conference fees are reported to OSFA through Payable Accounting procedures.
  - **ROOM AND BOARD IN CMU HOUSING AND DINING FACILITIES:**  
At the inception of the program, the program director will send an email or paper memo detailing the room and board support for each student attending the program. The detail should include the individual student's name, student id number, dates of program, detail of the room and board, and total estimated cost of each per student. Please send the memo to:

- The Office of Scholarships and Financial Aid (OSFA):(Kristin Herndon [hernd1kh@cmich.edu](mailto:hernd1kh@cmich.edu); and Sarah Kasabian-Larson [kasab1s@cmich.edu](mailto:kasab1s@cmich.edu))

At the conclusion of the program, if the amount paid is different than originally reported, the program director will notify the Office of Scholarship and Financial Aid of the correct amounts for any impacted students.

- ROOM IN NON -CMU FACILITIES:  
Payments made to external CMU entities for housing will be reported to OSFA through Payable Accounting procedures.