

# Request to Pay Undergraduate Students Form

Please read this information carefully before filling out the attached form. Once complete, submit your form to the Undergraduate and Prestigious Scholarships Office. If you have questions, feel free to contact us.

1. Use this form to request payment to **ALL current UC Davis undergraduate students** with departmental funds for scholarships, awards, prizes and stipends. A current UC Davis student is one who is enrolled or will enroll in an upcoming term at UC Davis.
2. Payments to **non-UC Davis students** may only be paid through Kuali Financial System (KFS).
3. Payments to UC Davis students from a **Paid Internship or Employment** may only be paid through Payroll Personnel System (PPS).
4. Departments are responsible for confirming student eligibility for the award. Recipients must be **citizens, permanent residents or eligible non-citizens** to receive University aid of any type; proof may be required if eligibility has not been verified by a Free Application for Federal Student Aid (FAFSA) or California Dream Act Application.
5. If the recipient of an award is receiving financial aid, other aid may need to be adjusted/reduced to post this award, which could result in a bill to the student. When disbursed aid is reduced, funds are pulled back and a bill is generated by Student Accounting. The requesting department should notify the student of this possibility.

## Definitions:

**Scholarship:** Awarded to an undergraduate based on academic merit (3.25 GPA or above) and scholarly achievement. Student must be enrolled as a full-time student (12 units or more) or in the part-time degree program and be carrying at least 6 units.

**Honor or Award:** Awarded to an enrolled undergraduate in recognition of outstanding ability and/or scholarship achievement.

**Prize:** Awarded to an enrolled undergraduate based on a competitive basis or for outstanding ability in some area of creative or scholarly achievement.

**Stipend:** Payment for services (e.g. conducting research) but not employment; payment for participation in a selective extra- or co-curricular program (e.g. UC LEADS, McNair Summer Research Program).

**Paid Internship/Employment:** A work-learn experience in a professional environment that is guided, supervised and evaluated by professionals. Students get paid as an intern. *These requests are processed through PPS.*

**This form should not be used for reimbursements.** Payment for charges or expenses previously incurred by the student must be processed through KFS. Select stipend to cover expenses directly required for the student's course or research, or for items that will be retained by the student.

For information regarding accounting items [afs.ucdavis.edu/our\\_services/accounting-e-financial-reporting/process-guides/account/index.html](https://afs.ucdavis.edu/our_services/accounting-e-financial-reporting/process-guides/account/index.html).

## Request to Pay Undergraduate Students Form

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Department: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Request Date\*: \_\_\_\_\_

*Please select the type of payment you are requesting below, and provide the required disbursement details as needed.*

- Scholarship:** Awarded to an undergraduate based on academic merit (3.25 GPA or above) and scholarly achievement. Student must be enrolled as a full-time student (12 units or more) or in the part-time degree program and be carrying at least 6 units.
- Honor or Award:** Awarded to an enrolled undergraduate in recognition of outstanding ability and/or scholarship achievement.
- Prize:** Awarded to an enrolled undergraduate based on a competitive basis or for outstanding ability in some area of creative or scholarly achievement.
- Stipend:** Payment for services (e.g. conducting research) but not employment; payment for participation in a selective extra- or co-curricular program (e.g. UC LEADS, McNair Summer Research Program).

Is enrollment a requirement of this payment?  Yes  No If enrollment is required, please indicate the minimum number of units: \_\_\_\_\_

Please note that **Paid Internship/Employment** requests are processed through PPS, and **Reimbursements** are processed through KFS. See Definitions on page 1 for more information.

### STUDENT RECIPIENT AND DISBURSEMENT INFORMATION

<b>DaFIS Account No</b> (e.g. 3-7719942):		<b>OP Fund No</b> (e.g. 3-788503-19942):			
The account must be <b>fully approved</b> , the Higher Ed Function Code of the account must be <b>FINA</b> and the first 2 digits of the UC OP Account must be <b>77 or 78</b> .					
<b>Award Name/Description of Award:</b>					
<b>Criteria for Student Selection:</b>					
<b>Department Comments or Special Instructions:</b>					
Name (Last, First)	Student ID#	Quarter/Year F-W-SP-SS1-SS2 (e.g., F/2016)	Award Amount <sup>1,2</sup> (Dollar amount for each quarter per student)	Payment Type (Select one)	Payment Date* (DD/MM/YY)

\* Please allow two weeks from the Request Date to Payment Date to provide us necessary processing time.

1. Award amounts may be decreased or used fully to cover any outstanding balances on the recipient's student account.
2. For students receiving other forms of financial aid, this amount could replace loans, followed by work-study, and if necessary, grants.