**UCA Financial Aid Office Guidance for Processing Funding for Students**

To determine the proper processing of student payments, in Step 1 below, identify the reason for the payment to the student and note whether the reason falls into Category A, B or C. Then, refer to Step 2 to determine which process should be followed according to the category determined in Step 1. The categories and related procedures are based on institutional, state and/or federal laws. Please note that any funds distributed to the student may affect their current or future financial aid eligibility.

Step 1: Are you providing funds to a student for:

|  |  |  |
| --- | --- | --- |
| Reason Category A | Category B | Category C |
| Financial Aid Office | Travel Office | Purchasing or Human Resources |
| Scholarship  Grant  Study Abroad (credit)  Prize  Travel Reimbursement for a required course  Travel Funds in excess of direct costs | Travel Reimbursement for an extra-curricular academic activity | Work to be paid through monthly payroll  Work to be paid as a one-time lump payment through requisition |

Step 2: Process the student(s) payment accordingly:

|  |  |  |
| --- | --- | --- |
| Category A | Category B | Category C |
| Complete Scholarship/Grant form found on the FA Home page | Complete Travel Requisition according to institutional procedures | Complete the appropriate hiring forms according to institutional procedures |