

SUMMER TERM STIPEND REQUEST FORM

INSTRUCTIONS

Please see instructions below:

1. Refer to the definition of “stipend” provided below and ensure that the requested payment complies with the definition.
2. Complete the “PAYMENT/FUNDING INFORMATION” section below.
3. Sign the certification.
4. Attach the Excel list of students, including:
 - Student Name, PID, UNI, Stipend amount, Term, Year, Email Address, School and Department.
5. Scan and email this form and attachments to summerstipends@columbia.edu
6. Send any follow-up inquiries to summerstipends@columbia.edu

For additional information regarding “Payments to Students,” see [Payments to Students and their Taxability \(PDF\)](#).

Stipend Definition (Taxable Scholarships (Includable in Income))

- A stipend is a living allowance. **In no instance is a stipend a payment for services related to work.** Stipends are credits to a student’s account that result in the issuance of a check processed through Accounts Payable (for domestic students), or Payroll (for international students). The funds may be considered taxable income to the recipient, but are not reported as taxable income by the University on Forms W-2, 1098-T, or 1099-MISC.
- The most common stipends are payments for room, board, travel, and medical expenses
- The following payment types are generally not considered stipends:
 - Expense Reimbursement
 - Award or prize to student
 - Bonus
 - Drawing

PAYMENT/FUNDING INFORMATION	
SIS Payment Code (4 byte code)	Contact Summerstipends@columbia.edu for code information
ChartString:	
Purpose/Description of Payment/Funding:	

Certification and authorization

I certify that this stipend payment is not for:

- Services as it relates to work
- Expense Reimbursement
- Bonus
- Award or prize to student
- Drawings

I authorize the Cashiering Office to disseminate checks to students for periods in which registration is not required.

Name: (Print)

Signature

UNI

Date