UNC Charlotte
Student Payment Flowchart

START

Is the student currently a student employee?

Yes

Is purpose of the payment to compensate the student for services performed?

No

Is the University the primary beneficiary of the activity?

Yes

Is the payment a travel reimbursement or other reimbursement?

No

Is the reimbursement primarily for the benefit of the student's education?

Yes

Treat as scholarship. Process through Student Educational Award (SEA) system

No

Treat as business expense. Process through Travel Reimbursement Forms or Direct Pay Request

Is purpose of the payment to compensate the student for services performed?

Yes

Treat as employment compensation. (See below)

Notes:

1. To pay a foreign national/non-resident alien, you must first complete a Foreign National Information Form and submit to the Tax Office.
2. Charlotte Research Scholars or Charlotte Community Scholars program awards are not considered qualified scholarships and should be processed on a Direct Pay Request (DPR).
3. Health insurance premiums should be processed using the same method as the payment they are tied to (e.g., premiums paid by grant funded scholarships should also be treated as scholarships).
4. Some exceptions may exist for non-employment, non-educational related payments (e.g., giveaway prizes, human subject payments).