



## 6.5.8 Stipend Payments to Students

Chapter 6 - Fiscal	Original Effective Date: April 2003
Section: 6.5 Payroll Services	Date Last Reviewed: May 2016
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: May 2016

### I. Purpose

To establish the procedures for students to receive stipend payments.

### II. Scope

This procedure applies to the processing payments in the form of stipends for UT Health San Antonio students.

### III. Policy

Stipends are funds for students to do research to benefit their study and offset the cost of tuition and fees. Payment to students in the form of stipends is made on the first day of the month following the effective date of the stipend. The department will process a [Fellowship Award Authorization](#) form with the necessary information and forward the form to the Office of Sponsored Programs. Once approved, the Office of Sponsored Programs will forward the form to Human Resources for the background security check process. Human Resources will then forward the documentation to the Payroll Services Office for processing. Any adjustment and/or termination of payment must be submitted on a new [Fellowship Award Authorization](#) form through the Office of Sponsored Programs.

### IV. Definitions

There are no defined terms used in this Policy.

### V. Related References

There are no related documents associated with this Policy.

**VI. Review and Approval History**

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

<b>Effective Date</b>	<b>Action Taken</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>04/2003</b>	Policy Origination		
<b>05/2016</b>	Policy Revision		