

**Financial Policy & Procedure Instructions Manual
FPI K-2 Student Payment Processing Quick Guide**

Student Payment Processing Quick Guide		
All transactions refer to payments to students.		
Transaction Type	Comments	Payment Process
Compensation: Employees Definition of compensation – FPI - D7	Wages and other compensatory payments made to employees. A payment is compensatory if it is paid for past, present, or future services rendered.	CSU Payroll System
Compensation: Independent Contractors Definition of compensation – FPI - D7	Compensatory payments and expense reimbursements made to individuals providing independent personal services. This includes "honorariums" and travel reimbursements.	DPO/UTV: Accounts Payable
Compensation: Graduate Assistant Stipends Definition of compensation – FPI - D7	Stipends provided for services rendered as specified on the CSU Graduate Assistant contract.	CSU Payroll System
Compensation: Tuition Paid for Employees Definition of compensation – FPI - D7	Tuition benefits received through the CSU employee study privilege and any additional CSU tuition paid on behalf of an employee.	CSU Payroll System
Scholarships & Fellowships: Graduate Assistant Appointments Definition of scholarship Definition of fellowship – FPI - D7	Graduate Assistant tuition remission scholarships specified on the Graduate Assistant contract. Payments based on future or continuing educational activity that does not require the performance of a service.	Grad School's Sponsor Invoice or Department Payment to Student Account (DPSA) if omitted from Sponsor Invoice
Scholarships and Fellowships Paid from (53) Sponsored Program Funds and (99) Agency Funds; Sponsor Specified.	Non-compensatory graduate and undergraduate scholarships and fellowships paid from sponsored program funds as specified by sponsor criteria. Payments based on future or continuing educational activity that does not require the performance of a service.	"Department Payment to Student Account" (DPSA) form (replaces the STI) submitted to Student Accounts Receivable.

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<p>Scholarships & Fellowships: Paid from (6-4) Gift Fund; Donor Specified Definition of scholarship Definition of fellowship – FPI - D7</p>	<p>Non-compensatory graduate and undergraduate scholarships and fellowships paid from gift funds as specified by donor criteria. Payments based on future or continuing educational activity that does not require the performance of a service.</p>	<p>Private Scholarship Award (PSA) Form from CSU Foundation paid through Financial Aid System and 6-4 fund</p>
<p>Scholarships & Fellowships: Discretionary Scholarships Definition of scholarship Definition of fellowship – FPI - D7</p>	<p>Non-compensatory graduate and undergraduate scholarships paid from any fund source. Payments based on future or continuing educational activity that does not require the performance of a service. See Discretionary Scholarship Programs Policy - http://www.provost.colostate.edu/print/discrscholarship.htm for required procedures.</p>	<p>Private Scholarship Award (PSA) Form for 6-4 funds and Department Payment to Student Account (DPSA) for other funds</p>
<p>Scholarships & Fellowships: Institutional Scholarships; Paid from 1-3 Fund Definition of scholarship Definition of fellowship – FPI - D7</p>	<p>Non-compensatory undergraduate scholarships paid from the institutional scholarship funds appropriated annually by the EBC. Payments based on future or continuing educational activity that does not require the performance of a service.</p>	<p>Transactions generated by Student Financial Services sent directly to student accounts</p>
<p>Scholarships & Fellowships: Designated Scholarships; Paid from 9-9 Fund Definition of scholarship Definition of fellowship – FPI - D7</p>	<p>Non-compensatory graduate and undergraduate scholarships. Funds received from sponsors outside CSU and paid to the student(s) designated by the sponsor.</p>	<p>Transactions generated by Student Financial Services sent directly to student accounts</p>
<p>Scholarships & Fellowships: CCHE Scholarships; Paid from 4-2 Fund Definition of scholarship Definition of fellowship – FPI - D7</p>	<p>Non-compensatory graduate and undergraduate scholarships and fellowships. Funds received from CCHE. Payments based on future or continuing educational activity that does not require the performance of a service.</p>	<p>Transactions generated by Student Financial Services sent directly to student accounts</p>

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<p>Scholarships & Fellowships: Athletic Scholarships (including CCHE); Paid from 2-6 Fund Definition of scholarship Definition of fellowship – FPI - D7</p>	<p>Non-compensatory undergraduate scholarships based on NCAA criteria.</p>	<p>Athletics Department provides transactions directly to student accounts</p>
<p>Scholarships & Fellowships: Technology Charge Award; Paid from 2-5 Fund Definition of scholarship Definition of fellowship – FPI - D7</p>	<p>Non-compensatory graduate and undergraduate grants paid from technology charge revenue. Payments based on future or continuing educational activity that does not require a service. Awards are made according to the guidelines in the "Technology Fee Manual" - http://www.colostate.edu/Services/acns/itec/itec.html.</p>	<p>Transactions generated by Student Financial Services sent directly to student accounts</p>
<p>Prizes & Awards: Cash Definition of prizes & awards – FPI - D7</p>	<p>Payments based on past accomplishments or activities (including academic achievements) are generally considered to be prizes or awards.</p>	<p>CSU Payroll System</p>
<p>Prizes & Awards: Non-Cash Definition of prizes & awards – FPI - D7</p>	<p>Payments based on past accomplishments or activities (including academic achievements) are generally considered to be prizes or awards.</p>	<p>IMO/DPO: Accounts Payable</p>
<p>Crisis Grant and Consolidated Short Term Loans Definition of crisis grant and consolidated short term loans – FPI - D7</p>	<p>Payments made through the official crisis grant and consolidated short-term loan programs administered by Enrollment Services.</p>	<p>Transactions generated by Student Financial Services result in a check paid directly to the student</p>