**Student Support Payment Procedures**

***Unless the student is an employee of the University, payments to students are categorized as “support” payments and must be included in the student’s financial aid package and on the student's 1098T tax form. If you have questions, please contact Student Financial Services for assistance.***

* Complete the Item Type Request Form and send to Student Financial Services
* Be sure to include the student’s name, ID and mailing address
* Be specific in describing the purpose of the payment
* Include contact name, phone number and email address
* Once SFS receives the request, an item type will be created or assigned
* SFS will input the information on a Google worksheet shared with FA so FA can include the award in the student’s financial aid package (or to decline the award if this would create an over award for the student)
* Once FA approves the award, SFS will post the award on the student's account and a refund (if eligible) will be processed to the student