PURPOSE

1. The purpose of this policy is to define and establish procedures for support payments made to sponsored program participants.

DEFINITIONS

2. Participant support is defined as payments made to participants in sponsored programs as incentives, miscellaneous expenses, tuition/fees, and for other grant related expenses.

3. Subsistence payments are payments made to support educational or training expenses, including tuition, living costs and other incidental expenses, which will enhance the individual's level of competence in a particular area. Subsistence payments are payments for which no services are rendered or required.

POLICY

4. Federal Requirements. For federal grants, the cost of scholarships, fellowships, and other means of student financial aid are allowable when costs are approved by the sponsoring agency.

5. Coordination with Financial Aid. Subsistence and scholarship payments for students enrolled at Texas State must be coordinated with the financial aid office to assure compliance with federal and state regulations.

6. Tuition/fees are not paid directly to the student, but are directly paid by the sponsored program to the university. The payment is credited to the student’s account in the Student Information System (SIS). Students enrolling late can still be paid in this manner.

7. Payments for services cannot be paid under this policy. Refer to UPPS 03.04.01 for consulting services and payroll policies for employee payments.
PROCEDURE

8. Subsistence Payments to Participants.

   a. Complete Form AP-2 Participant/Subsistence Payments each time a payment is to be made to a participant. If payments will be made one time per month, the forms must be completed monthly.

   b. Submit this form to the Office of Sponsored Programs (OSP) for approval at least 7 working days prior to when the check is to be issued.

   c. If the payments meet the terms of the award, OSP will approve the form and forward a copy to Financial Aid, and send the original to Accounts Payable for payment.

   d. If the payment does not meet the terms of the award, OSP will contact the Principal Investigator.

9. Tuition and Fee Payments to Participants

   Payments for tuition and fees must be requested through Student Business Services office, Tuition Adjustments. Reimbursements cannot be made from Accounts Payable for this type of payment. If a student has already paid their tuition personally, they will be reimbursed through the following tuition adjustment process.

   a. Establishing an account – To establish a third party chargeable account in the SIS; an Account Manager must complete a Grant Tuition Application Form {Attachment 1} and forward it to OSP for approval. Please submit this form to OSP for processing at least 10 business days prior to when tuition payments are due. This is the required processing time by SBS to set up the authorization in the SIS to allow tuition payments to be applied to the student’s tuition bill. When approved by OSP, the form will be forwarded to Student Business Services, Attn: Tuition Adjustment.

   b. Request payment - The Account Manager must complete a Grant Tuition Payment Form {Attachment 2} and deliver it to OSP for review and approval. OSP, upon approval, will forward the completed form to the Student Business Services office, Attn: Tuition Adjustment, for processing.
c. If the payment does not meet the terms of the award, OSP will contact the Principal Investigator.

10. Participant support can impact the amount of financial aid awarded to students. For questions regarding possible impact, contact Financial Aid.

CERTIFICATION STATEMENT

11. PPS has been approved by the reviewer listed below and represents Texas State’s Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: ______________________ Review Date: __________
Reviewer: __________________________ Date: __________
Approved: __________________________ Date: __________

Gene Bourgeois
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for Academic Affairs

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