

GUIDELINES FOR PAYING SCHOLARSHIPS, FELLOWSHIPS, GRANTS, PRIZES AND AWARDS

ENROLLED STUDENTS

SCHOLARSHIPS, FELLOWSHIPS AND GRANTS — funds to be applied toward the student's cost of attendance (COA)* at Rice.

Send a memo (not a check request) to the Financial Aid (FA) Office stating the name of the fund, the accounting information, the amount of the award, the semester(s) of the award, the student's name and Rice ID. These funds are applied against the student's COA charges and are disbursed to the student's account in the Cashier's Office. In general, scholarship information is sent in advance of the start of an academic year. If the student is eligible for financial aid, the scholarship is considered a financial aid resource to the student and may reduce other aid eligibility.

Exception: If the scholarship, fellowship or grant is to be applied exclusively towards travel costs, a check request stating the funds are for travel should be sent to FA. The request will be reviewed by FA and sent to Payment Solutions for processing. If the travel payment is to a foreign national, please see NOTE below.

PRIZES AND AWARDS — payments directly to a student in recognition of an achievement, performance, competition, contest or other competitive criteria.

Send a check request to the FA Office, including a description of the award on the check request. Prizes and awards, such as end of the year awards, are paid directly to the student. If the payment is to a foreign national, please see NOTE below.

FINANCIAL AID OFFICE CONTACT INFORMATION

Elizabeth Bandy, Fund Specialist (bandye@rice.edu)
Bonnie Rogers, Associate Director (bonnier@rice.edu)
Allen Center, MS-12
(713) 348-4958

GRADUATING STUDENTS

Scholarships, fellowships, grants, prizes or awards to students that are not (or will no longer be) enrolled should be submitted on a check request and then sent directly to Payment Solutions for processing. If the payment is to a foreign national, please see NOTE below.

NOTE: If the payment is to a foreign national, send the check request to Payroll for determination of tax withholding (see Tax Disclosure section below). After review by Payroll, the check requests are sent to Payment Solutions for processing.

TAX DISCLOSURE

Payments to a student might be considered taxable by the IRS. Students may be able to exempt scholarships, fellowships and grants that are applied toward the COA* up to the amount used for tuition and required fees, books, supplies and equipment. This category is reported on IRS Form 1098-T. Payments not applied against the student's COA may be reported on Form 1099-MISC. Payments to foreign nationals require 30% withholding and are reported on Form 1042-S.

The recipient should consult their tax adviser to assist them as the University does not provide individual tax advice. If you have questions regarding the tax forms, email the following applicable areas:

1098-T cashier@rice.edu
1099-MISC disbmt@rice.edu
1042-S payroll@rice.edu

* COA (Cost of Attendance) – the standard student budget set by the University for a student's educational expenses. This budget is the base for determining a student's need and aid eligibility.