

## CERTIFICATION FOR CHECK REQUEST PAYMENTS TO USU STUDENTS

Please check all statements that are true.

\_\_\_\_\_ ***I certify that payment is being made to a USU enrolled undergraduate or graduate degree student AND***

***I certify that the requested payment is:***

\_\_\_\_\_ ***NOT*** a payment for services performed. This means that all of the following statements are true:

- An employee-employer relationship does not exist.
- Students are not serving in the capacity of instructor, graduate assistant, or laboratory technicians.
- Payment is not based upon hours or percentages of time worked performing specific assigned job duties.
- Services are not performed in fulfillment of the University's contractual obligations with outside entities.
- ***If any of the above statements are true, payment must be processed through Human Resources or Student Employment.***

\_\_\_\_\_ ***NOT*** a required payment to cover "qualified expenses" such as tuition, fees, and course-related payments, and is not considered a scholarship, grant, tuition award or waiver. ***These kinds of payments must be processed through the Scholarship Office.***

\_\_\_\_\_ ***IS*** a USU Student stipend or fellowship as defined in ***Payments to USU Students.***

**OR**

\_\_\_\_\_ ***IS*** a USU Student award or prize as defined in ***Payments to USU Students.*** These are monetary payments paid to students for achievement, performance, or a competition based on ***academic criteria.***

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Signature of Index's Responsible Person or Authorized Agent