



Department	Dept Contact	Dept Phone
Program		Recipient Name

Employment vs. Scholarship/Fellowship Questionnaire

The purpose of this questionnaire is to determine when payments made to students represent compensation for services.

Documentation Needed to Complete

- Contract or agreement
- Location of activity
- Beneficiary of activity
- Program description

1. Is the student required by written agreement to accept employment with the University or the grant funding agency after the stipend or scholarship/fellowship has ended? This includes a written requirement to pay back amounts received if the student does not accept employment.

- Yes [Skip to Number 9]
 No [Continue]

2. Is the student participating in activities on UA's or the grant funding agency's premise?

- Yes [Continue]
 No [Skip to Number 4]

3. If the student was not doing the work, would someone else be hired to do it?

- Yes [Skip to Number 9]
 No [Continue]

4. Do the activities of the student provide a benefit to UA or the grant funding agency that is significant or more than incidental to the primary purpose? (Check all that apply.)

- If working on a grant, the student has a required deliverable to the **grant funding agency**, e.g., research report.
- The student is performing a function that has measurable outcomes that impact the programs or activities of UA or the grant funding agency.
- The student is participating in an activity that generates revenue for UA or the grant funding agency, e.g., sporting event ticket sales generate revenue.

If you checked any of the above boxes, continue to Number 5. Otherwise, skip to Number 7.

5. Is the activity directly connected to UA's academic or related extracurricular student program, e.g., sports program, performing arts, teaching a class, lab assistant, research for a UA project funded by a grant, clinical internship?
- Yes [Continue]
 No [Skip to Number 9]
6. Is the payment of the stipend or scholarship/fellowship contingent upon the student completing the practicum, field experience, research, training, or other activities?
- Yes [Continue]
 No [Skip to Number 8]
7. Is the only requirement for payment of the stipend or scholarship/fellowship that the student be enrolled per program requirements and make satisfactory progress?
- Yes [Continue]
 No [Skip to Number 9]
8. Payments to payee are **Scholarship/Fellowship** payments. Payments should be made through **Accounts Payable (A/P)**. All students will receive a Form 1098-T reporting all financial aid. UA has no tax withholding responsibilities for scholarship payments, except if the payee is a foreign national (i.e. not a U.S. citizen or Permanent Resident). Contact the Finance Nonresident Alien Tax Specialist (NRAT) for your campus if the payee is not a U.S. Citizen or Permanent Resident.
9. Payments to payee are **Compensation** Stipend payments. Payments should be made through **Payroll**. UA has tax reporting and withholding responsibilities for all compensation payments.

Notice:

For scholarship/fellowship payments, if it should be later determined by a taxing authority that the payment was compensation, the originating UA department may be financially responsible for any tax assessments, which could amount to 30% or more of the payment amount.

I certify that the above is true and correct according to the best of my knowledge.

Dept. Signature _____ Date _____

Print Name _____ Title _____