CSUEB Scholarship/Stipend Disbursement Contracts and Grants

PIs must work with ORSP to issue scholarship/stipend payments to eligible students upon receipt of a sponsored agreement that includes scholarship/stipend payments. Eligibility is based on sponsor’s guidelines along with the university’s Financial Aid policy. Students in receipt of scholarship/stipend payments from a sponsored agreement must do so in accordance with university policy and procedure. These funds are first applied directly to any tuition or other costs associated with the students CSUEB account balance. University policy requires all stipends or scholarship payments to CSUEB undergraduate or graduate students in support of their education to be issued by CSUEB Financial Aid as part of the students total financial aid package.

Issuing Scholarship Payments: EDUCATIONAL – PI will identify the students to be paid the scholarship/stipend, verifying all grant requirement related to eligibility and allowability have been met.

Upon verification of eligibility that includes ensuring the student meets the requirements of the sponsored agreement, the PI must forward to ORSP the following:

1. Copy of student agreement (if applicable)
2. Copy of Stipend/Fellowship Acknowledgement
3. Scholarship Disbursement Form (for each student)
4. Scholarship Recipient List

ORSP recommends PIs submit the required documents as soon as possible to avoid delays in student financial aid disbursement. Late receipt of scholarship disbursement documents may subject students to the added risk of being dropped from classes due to late or no payment of tuition expenses. In cases where this occurs PIs must work directly with ORSP to provide the above requested documentation to the university financial aid office.

Completed forms will be forwarded to Financial Aid office for further processing. Please allow 3-4 weeks. Note: Students who currently receive financial aid will have their financial aid adjusted in accordance with federal guidelines regulating the maximum disbursement of Financial Aid. Contact Financial Aid office for additional information. PIs are encouraged to inform students who receive scholarship/stipend from grant funding to consult with the Financial Aid office to review the overall impact of receiving scholarship payments from sponsored agreement(s).

Issuing Stipend Payments: NON-EDUCATIONAL – Stipends may be awarded to individuals for services when it is difficult or impractical to determine the exact level of effort required to complete the service. (Example: Paying a mentor for his/her time advising students.)

Upon verification of eligibility that includes ensuring the student meets the requirements of the sponsored agreement, the PI must forward to ORSP the following:

1. Copy of agreement (if applicable)
2. Copy of Stipend/Fellowship Acknowledgement
3. Stipend Disbursement Form.