

WVU Policy

WVU POLICY POLICY ON STIPEND PAYMENTS

1. PURPOSE & SCOPE:

- 1.1. **PURPOSE.** The purpose of this Policy is to direct and require all University employees and units to follow West Virginia University's Stipend Guidelines, which will ensure proper classification and reporting of stipend payments issued by West Virginia University.
- 1.2. **SCOPE.** This policy applies to all schools, colleges, departments, and units at West Virginia University, including its regional campuses, and the West Virginia University Research Corporation (collectively referred to herein as "WVU" or "University").

2. POLICY:

- 2.1. The University must properly classify all Stipend payments to ensure compliance with federal and state financial aid rules, IRS tax reporting requirements, the Fair Labor Standards Act, other federal and state laws and regulations, and University Rules and policies.
- 2.2. The University's Tax Services and Student Financial Services units have developed the "West Virginia University Stipend Guidelines" to assist University departments in identifying the type of Stipend payment being made to an individual and to provide instructions regarding which University payment system should be utilized to process the payment.
- 2.3. To ensure proper classification and reporting, all University departments shall utilize and follow the current "West Virginia University Stipend Guidelines," including the stipend approval process outlined therein.¹

¹ The West Virginia University Stipend Guidelines are intended to be updated from time to time as current practices, laws, rules, and regulations change. As such, University departments are required to utilize the current West Virginia University Stipend Guidelines, which are available on the WVU Finance website.

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3. DEFINITIONS:

- 3.1. Stipend: A stipend is a fixed regular sum paid to an individual for a specific purpose. Stipends can include payments to both University students and employees, as well as non-WVU students or employees. At the University, a “stipend” payment is used by departments to describe various types of payments and often take the form of a subsistence allowance given to students to help defray living expenses during the educational or training experience; as additional funding for their education; and/or as compensation for work performed. Stipends can also include travel and/or other reimbursements and gifts or prizes awarded to students. See the current West Virginia University Stipend Guidelines for additional information regarding stipend classification types.
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4. AUTHORITY:

- 4.1. WVU BOG Governance Rule 1.2 – Administration; WVU BOG Finance & Administration Rule 5.1 – Authorizations and Delegations of Authority for Financial and Administrative Matters.
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5. CROSS REFERENCES:

- 5.1. West Virginia University Stipend Guidelines: <https://taxservices.wvu.edu/institutional-guidance>