

SEMESTER PROGRAM STIPEND POLICY

1. What is a stipend?

A stipend is a fixed sum of money paid to an enrolled John Jay student for services completed during the semester. A stipend is taxable income to the student and is reported to the government if it equals or exceeds \$600 for the year.

2. What is a semester program stipend?

A stipend may be offered to students by a department.

3. How do I implement a semester program stipend?

- Total cost of stipend program must be submitted in the annual budget.*
- Provide a memorandum with the following:*
 - Purpose of the program*
 - Application process*
 - Selection requirements*
 - Roles and responsibilities for the students participating in the program*
- Submit annual budget to the Student Activities Association Board of Directors for review*

4. How do I budget for a semester stipend program?

The department is required to request funding for approval by the Student Activities Association Board of Directors. Once funding has been approved by the Board of Directors, it must be reflected in category 11-Stipends.

5. If the semester stipend program is approved, when will the students receive the stipend?

If the program is established for one year, then the student will receive one stipend at the end of the Fall semester and another stipend at the end of the Spring semester.

FOR STIPEND SUBMISSIONS SEE CHECKLIST BELOW

SEMESTER PROGRAM STIPEND CHECKLIST

1. What documents are required to submit a stipend after approval?

- Completed Check Request*
- Completed Application*
- Memorandum*
- Completed [W-9 Form](#) signed by student*
- A copy of a valid State I.D./passport*
- A copy of a signed Social Security*
- Timesheet*

2. When should the student complete and submit the required documentation?

Once the student is selected into the program, the student must provide all of the documentation to the supervisor of the program.

3. How do I submit the completed documentation?

*The supervisor responsible for the program/organization must [schedule a meeting](#) with the Student Activities Association Business Office **6 weeks prior** to the end of the semester.*

4. When should the student expect to receive the stipend?

The student will receive the stipend after all services are rendered during the semester.

5. How would the student know if the stipend is available for pick up?

The supervisor of the program will receive an email notification that the stipend is available for pick up from the Student Activities Association Business Office. The supervisor will provide signatory indicating that they are responsible for distributing the check to the student.