STIPEND POLICY

1. What is a stipend?

A stipend is a fixed sum of money paid to a student for services completed during the semester. Payment is not measured by hours devoted to the performance of the position. A stipend is taxable income to the student and is reported to the government if it equals or exceeds $600 for the year. College student leaders can receive up to the maximum amount of $5,134 for the academic year effect July 1, 2017 or up to the maximum amount of $2,475 per semester effective July 1, 2017.

2. Who is eligible for a stipend?

An enrolled John Jay student who functions as an elected officer of the college association or student government, elected editor of a student newspaper, or elected president of a student organization. Student leaders who do not serve in the previously listed positions will need to be accepted into a stipend program to receive payment. A student leader is not allowed to receive more than one stipend or be an employee of or receive any other compensation from a student activity fee allocating body. Please note: The use of student activity fees to pay stipends to undocumented students are prohibited under the Personal Responsibility and Work Opportunity Reconciliation Act ("PRWORA"). VC Sanchez Memorandum

3. Can an enrolled John Jay Student who is undocumented receive a stipend?

Students who are not legal citizens of the United States, must be permitted to work in the United States in order to receive a stipend. Students will need to provide a valid Employment Authorization Document (Form I-766/EAD) or an F-1 Student Visa as proof along with other documents listed in the stipend checklist. Please note: The use of student activity fees to pay stipends to undocumented students are prohibited under the Personal Responsibility and Work Opportunity Reconciliation Act ("PRWORA"). VC Sanchez Memorandum

4. How long can a student receive a stipend?

A student can only receive stipend payments for two years as an undergraduate student leader and one year as a graduate student leader.

5. Who can issue stipends to students?

Departments who receive a student activity fee allocation can issue stipends to students. The department is responsible for developing a stipend program, that must be approved by the Student Activities Association Board of Directors prior to recruitment.
Student organizations have the option to issue a stipend to a student leader acting in the President position, should their budget allocation allow it.

6. How do I implement a stipend program?

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

7. How do I budget for a 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, students will need to be placed on the Student Activities Association payroll to receive payment.

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

If the program is established for one year, then the student will receive a portion of the stipend monthly until the total committed amount of the program participation has been exhausted. A department may also have the option to provide the stipend at the last pay period of the Fall semester and another stipend at the last pay period of the Spring semester.

FOR STIPEND SUBMISSIONS SEE CHECKLIST BELOW

STIPEND PROGRAM CHECKLIST

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

☐ Completed Application
☐ Memorandum
☐ Completed W-9 Form signed by student
☐ A copy of a valid State I.D./passport
☐ A copy of Employment Authorization Document (Form I-766/EAD) or an F-1 Student Visa (if applicable: undocumented student)
☐ 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, Inc. Business Office once the department’s budget has been approved by the SAA Board of Directors.*

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 will provide approval indicating the student has fulfilled the required duties to receive payment prior to processing by the Student Activities Association, Inc. Business Office. The supervisor of the program will receive an email notification that the stipend has been processed and when it will be available in the student’s account.*