

**PRAIRIE VIEW A&M UNIVERSITY**  
**Administrative Procedures Manual**

**13.99.99.P0.08 Scholarships, Fellowships, Assistantships and Stipends**

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1. Definitions

1.1 Scholarships or Fellowships

A scholarship or fellowship is an amount paid to an undergraduate or graduate student to aid them in the pursuit of study or research. To qualify as a scholarship or fellowship, there can be no obligation of the student other than to remain enrolled in a degree plan and maintain qualifying requirements (e.g. minimum grade point average) of the award.

1.2 Assistantships

An assistantship is an amount paid to a graduate student to aid them in their pursuit of study or research and carries with it obligations beyond that of a scholarship or fellowship. Teaching or research assistants and graduate assistants (non-teaching) are normally assigned to specific duties by a principal investigator, project leader, department head, etc.

1.3 Wages

Wages are compensation for work performed. Student wages may carry the requirement that the student be enrolled and maintain a minimum grade point average as a condition of employment; however, they are wages never-the-less because they represent payment for services. The University has two classifications of student wages: College Work-study and Student Hourly.

1.4 Stipends

The term stipend has been used on research grants and university administered financial aid as a different type of payment. However, in actuality they fall within one of the above categories and thus, must be properly reclassified.

2. Payments

Payments for the above forms of student financial assistance will be made as follows:

- a. Wages and Assistantships - paid through the payroll system
- b. Scholarships and Fellowships - paid through the student information system
- c. Stipends - reclassify to correct category and process accordingly
- d. Payments from grants and contracts - treat as assistantships or wages and process according.

3. Payment Initiations

Payments will be initiated as follows:

Category	Required Form	Submit To
Scholarships	Scholarship/Grant Authorization*	Central Scholarship Office
Fellowships	Scholarship/Grant Authorization*	Central Scholarship Office
Assistantships	Student Form 500	Student Employment Office

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College Work-study	Student Form 500	Student Employment Office
Student Hourly	Student Form 500	Student Employment Office

*\* See Attachment 1*

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