

POLICY FOR STUDENT TRAVEL, AWARDS, PRIZES AND OTHER FINANCIAL ASSISTANCE

OVERVIEW

All University-administered funding provided to students to assist with educational expenses, experiences, travel, or prizes/awards must be considered in the student aid package.

BACKGROUND

Federal regulations require that funds received by students as a result of being enrolled in postsecondary education or provided to cover postsecondary expenses be considered financial assistance. Any and all financial assistance must be counted in the student aid package. Financial assistance includes all assistance known to the institution. [34 CFR 685.102\(b\)](#)

POLICY

All financial assistance is to be reported to Scholarships & Financial Aid (SFA) and considered in the student aid package. Funds received by students *because* they are students include but may not be limited to loans, scholarships, grants, internship or research stipends, tuition payments/reimbursements, insurance reimbursements, waivers, contracts, exemptions, monetary prizes, awards, or support for travel.

Colleges/departments are to determine student payment amounts based on fund criteria, fund availability and student eligibility, not based on how an award may impact already awarded aid. Scholarships & Financial Aid will adjust aid as necessary to ensure that students remain eligible for as much funding as possible and in compliance with federal, state, and institutional aid policies.

The following applies to funds provided **to students by/from Texas A&M University**.

EXCLUSIONS

This does not apply to non-need based employment earnings (wages) processed through Payroll Services. This also **does not apply to funds paid directly to an organization/event on behalf of a student** (i.e. conference registration, hotel or meal expenses, transportation) in accordance with University and State policies.

PAYMENTS MADE TO ENROLLED TAMU STUDENTS

While a student is **enrolled in courses** (1 hour or more), financial assistance received must be counted as part of the student aid package for the **applicable** term.

Funds may be paid using Compass (RPAAWRD or TWAPMTS), AggieBuy, or Emburse. All travel reimbursements (with receipts) should be processed through Emburse. Travel funding provided directly to students (not as reimbursement) may be paid through Compass or AggieBuy. FMO will report payments made directly to students through AggieBuy or Emburse to Scholarships & Financial Aid.

Payments *can* impact eligibility for other financial aid the student has been offered/paid. Should funding cause a student to exceed financial need or their cost of attendance, Scholarships & Financial Aid will eliminate the overaward/overpayment by reducing other aid, following our policy that reduces loans and work-study before adjusting any grant aid. Scholarships and fellowships are not reduced to resolve overawards/overpayments. Adjustments may result in the student owing a balance to the University.

If student aid must be adjusted, Scholarships & Financial Aid may use professional judgment on a case-by-case basis to increase a student's [Cost of Attendance](#). Each student seeking a Cost of Attendance increase may request such using the appropriate academic year Financial Aid form at <https://aggie.tamu.edu/resources/forms-and-media>

PAYMENTS MADE TO TAMU STUDENTS NOT ENROLLED

When a student receives funding during a period in which the **student is not enrolled** (but has matriculated), financial assistance received **must be counted as part of the student aid package for the next term** of enrollment.

Because a Cost of Attendance cannot be created for a term in which there is no attendance, funding paid during a period of non-enrollment CANNOT be paid by posting funds directly to Compass via RPAAWRD or TWAPMTS. Posting funds to the previous term of enrollment may be detrimental to the student's aid eligibility, may create a balance due for a previous term, and/or may result in a refund for less than the full payment. **Departments may be held financially responsible for the inaccurate posting of awards.**

Payments to be made from existing scholarship/fellowship accounts must be sent to Scholarships & Financial Aid for posting directly to the student account using the REU/Non-enrolled Student Payment Request found under [Student Payment Request Forms](#). Funds will credit against the student account and refund as applicable via direct deposit.

All travel reimbursements (with receipts) should be processed through Emburse. Travel funding provided directly to students (not as reimbursement) may be paid through AggieBuy. FMO will report payments made directly to students through AggieBuy or Emburse to Scholarships & Financial Aid.

Scholarships & Financial Aid CANNOT use professional judgment to increase a student's Cost of Attendance in the **next term**, as the student was not in attendance when they received the funds. Therefore, the student has no eligible associated costs (whether the funding was received for a required or optional experience).

Please refer to the chart below as a guide. This guide is not intended to drive if, how, nor when payments are made to eligible students. It is provided as a resource to illustrate what to expect.

Email fellowschol@tamu.edu with any questions or if additional guidance is needed.

Purpose of Payment	If the student is enrolled in hours at the University during the term (semester) of payment						If the student is NOT enrolled in hours at the University during the term (semester) of payment					
	Does the payment count as financial aid?	When is the payment counted?	May the student request a Cost of Attendance increase?	Is the funding reported on the student 1098-T?	Is funding taxable for a U.S. taxpayer?	Is funding taxable in the U.S. for an international taxpayer?	Does the payment count as financial aid?	When is the payment counted? ¹	May the student request a Cost of Attendance increase? ²	Is the funding reported on the student 1098-T?	Is the funding taxable for a U.S. taxpayer?	Is the funding taxable in the U.S. for an international taxpayer?
Award or prize, includes gift cards (academic/non-academic)	Yes	Term of payment	No	Yes	Yes, once past taxable threshold	Yes, 30%	Yes	Next term of enrollment	No	Yes	Yes, once past taxable threshold	Yes, 30%
Internship stipend (for credit or required)	Yes	Term of payment	No	Yes	Yes, once past taxable threshold	Yes, 14%	Yes	Next term of enrollment	No	Yes	Yes, once past taxable threshold	Yes, 14%
Internship stipend (no/zero credit or optional)	Yes	Term of payment	No	Yes	Yes, once past taxable threshold	Yes, 14%	Yes	Next term of enrollment	No	Yes	Yes, once past taxable threshold	Yes, 14%
Mentor/Ambassador stipend	Yes	Term of payment	No	Yes	Yes, once past taxable threshold	Yes, 14%	Yes	Next term of enrollment	No	Yes	Yes, once past taxable threshold	Yes, 14%
Research stipend (for credit or required)	Yes	Term of payment	No	Yes	Yes, once past taxable threshold	Yes, 14%	Yes	Next term of enrollment	No	Yes	Yes, once past taxable threshold	Yes, 14%
Research stipend (no/zero credit or optional)	Yes	Term of payment	No	Yes	Yes, once past taxable threshold	Yes, 14%	Yes	Next term of enrollment	No	Yes	Yes, once past taxable threshold	Yes, 14%
Summer REU funding	Yes	Term of payment	No	Yes	Yes, once past taxable threshold	Yes, 14%	Yes	Next term of enrollment	No	Yes	Yes, once past taxable threshold	Yes, 14%
Reimbursement or payment for books, supplies, or equipment	Yes	Term of payment	Possibly	Yes	Yes, once past taxable threshold	Yes, 14%	Yes	Next term of enrollment	No	Yes	Yes, once past taxable threshold	Yes, 14%
Reimbursement or payment for graduate health insurance <i>Regardless of whether or not reimbursed based on receipts</i>	Yes	Term of payment	Possibly	Yes	Yes, once past taxable threshold	Yes, 14%	Yes	Next term of enrollment	No	Yes	Yes, once past taxable threshold	Yes, 14%
Travel grant/stipend (for credit or required) <i>Not reimbursed based on receipts</i>	Yes	Term of payment	Possibly	Yes	Yes, once past taxable threshold	Yes, 14%	Yes	Next term of enrollment	No	Yes	Yes, once past taxable threshold	Yes, 14%
Travel grant/stipend (no/zero credit or optional) <i>Not reimbursed based on receipts</i>	Yes	Term of payment	Possibly	Yes	Yes, once past taxable threshold	Yes, 14%	Yes	Next term of enrollment	No	Yes	Yes, once past taxable threshold	Yes, 14%
Reimbursement based on receipts for representing TAMU at training, conferences, or workshops <i>Official University Business</i>	No	N/A	No	N/A	No	No	No	N/A	No	N/A	No	No
Reimbursement based on receipts for training, conferences, or workshops <i>Not attending on behalf of the University</i>	No	N/A	No	N/A	Yes	Yes	No	N/A	No	N/A	Yes	Yes

¹ Payments will be added to student financial aid record. The following message will be displayed in the Financial Aid Portal: *This amount was reported as funding you received from a Texas A&M college, department, or office. Federal financial aid regulations require this assistance to be counted as student financial support. These funds will not pay to your student account bill. You have already received this payment for travel, an award or prize, academic support/supplies, etc.*

² Only items that fall into the Cost of Attendance during a period of enrollment may be considered for an increase and only on a case-by-case basis