

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

**FISCAL POLICY**

**SUBJECT:** Scholarships for Student Representatives who serve on the Board of Directors

**REFERENCE:** Title 26 of the U.S. Internal Revenue Code Section 117(b)–(d); Title 26 of the Code of Federal Regulations 1.6041-3(n); California Corporations Code Section 5151(c) (3); California Education Code Section 89302; USU Bylaws Article 13; and CSUN Policy 425-40, Student Financial Aid Policies

**DEFINITION:**

1. Student Representative Scholarship recipients are student Board of Directors (“BOD” or “Board”) representatives: the Board Chair, Vice Chair, Board Committee Chairs, Committee Co-Chairs, and at-large student representatives. They are elected or appointed to serve for a set period of time, and have neither resigned nor been removed from their positions prior to the expiration of their terms.
2. The student representatives are active Student Leadership Development Program (“Program”) participants.
3. Program scholarship recipients are eligible California State University, Northridge students, participating in the Program as authorized by USU Bylaws Article 13, and consistent with CSUN Policy 425-40.
4. Program scholarships are qualified scholarship award payments made to eligible student representative recipients under 26 CFR 1.6041-3(n).

**POLICY:** The University Student Union (“USU”) shall award monthly scholarships to student representatives of the BOD. The scholarships shall be awarded for Program participation as follows:

1. The Board Chair receives a monthly scholarship award of \$600 for related educational expenses and receives a scholarship award equivalent to their undergraduate or graduate in-state tuition fees, whichever is applicable.
2. The Board Vice Chair receives a monthly scholarship award of \$450 for related educational expenses and receives an award equivalent to their undergraduate or graduate in-state fees whichever is applicable.

3. Board Committee Chairs receive a monthly scholarship award of \$300 for related educational expenses.
4. Board Committee Co-Chairs receive a monthly scholarship award of \$200 for related educational expenses.
5. At-large Student representatives receive a monthly scholarship award of \$100 for related educational expenses.

Scholarship awards equivalent to in-state tuition fees are not disbursed until academic eligibility and enrollment in the minimum number of required academic units is verified. Should the Board Chair or Vice Chair fail to complete their term (except for University approved leave), they must return a prorated portion of the in-state tuition fees to the USU based on months not served (as determined by the Executive Director).

*Monthly scholarship award payments will be issued based on the number of days in the month during which a recipient holds office. Scholarship recipients who vacate or are removed from their positions at any time during the month will receive final, prorated scholarship payments based on the number of days in which they held office during the final month.*

Each scholarship award recipient is required to read, sign, and file the USU Related Educational Expense Certification form, attesting that the purpose of the monthly awards is to pay for or to reimburse related educational expenses.

All scholarship award payments are reported to the California State University, Northridge Financial Aid and Scholarship Department.

The USU BOD must approve any changes to the amount of scholarship payments for all BOD positions. The USU BOD reserves the right to suspend scholarships payments at any time.

Retroactive effect will be given to scholarship payments if in compliance with this policy.

*Approved by the University Student Union, Board of Directors on December 4, 2017.*

## **STUDENT REPRESENTATIVE SCHOLARSHIP PROCEDURES**

### **I. Creating the Student Representative Scholarship Purchase Order Requisition**

- A. The BOD business student assistant prepares a blanket purchase order requisition for the total amount of the scholarship award (monthly award and in-state tuition) attaching the following supporting documentation:
  1. Related Educational Expense Certification forms;
  2. Budget Operating Support Schedule for account 680210 33080 Scholarships; and
  3. Form W9 Request for Taxpayer Number & Certification.
- B. Enter the student representative's name and address as it appears in Form W9 Request for Taxpayer Number & Certification in the Vendor name section of the requisition.
  1. Separate the descriptions and total amounts for the monthly scholarship award and the in-state tuition scholarship award on separate lines in the body of the requisition.
    - i. Use "Monthly Scholarship Award" as the description for the monthly scholarship award payment line
    - ii. Use "In-State Tuition Scholarship Award" as the description for the in state tuition reimbursement line.
      - i. In-state tuition scholarship awards apply only to the Board Chair and Vice Chair positions.
  2. A change order to increase the total amount of the purchase order is required for student representatives who change leadership positions. For example, an at-large student representative becomes a Committee Chair or Committee Co-Chair.
    - i. When a student representative changes leadership positions during the year, their scholarship increases or decreases at a prorated amount based on the number of days the student representative held the position during the month.
  3. The total purchase order amount is based on the student representative's term and leadership position held.
    - i. The award payment eligibility date is the first day the student representative enters the Program; e.g. the date of the June Transition Ceremony for elected student representatives, or the date of appointment for appointed student representatives. Student

representatives who enter the Program the date of the June Transition Ceremony would receive their first scholarship payment for June service no later than the last Friday in June.

- ii. The award payment eligibility end date is the last day the student representative is in the Program e.g. the date of the June Transition Ceremony following the student representative's entrance into the Program. Student representatives who leave the Program the date of the Transition Ceremony would receive their last scholarship payment for May service no later than the last Friday in June.

4. Scholarship award payments are expensed to account 680210 33080 Scholarships.

## **II. Mid-Month Transition**

- A. Scholarship award payments for outgoing student representatives who leave the Program at any time, other than at completion of the Program at the Annual Transition Ceremony, are prorated based on the number of days in which the student representative was a Program participant during the month. The last scholarship check is presented to the outgoing student representative during their exit interview.
- B. When a student representative is appointed to fill a vacant position, the term is effective the date on which the student representative is approved. The scholarship award payment is prorated based on the number of days in which the student representative was a Program participant that particular month.

## **III. Chair and Vice Chair Scholarships Equivalent to In-State Fees**

- A. Prior to receiving disbursement of the scholarship award equivalent to in-state tuition fees, the BOD Chair and Vice Chair must do the following:
  1. Present to the BOD business student assistant a copy of their class schedule for the semester, indicating that they are enrolled in the minimum number of units required for BOD members (6 units for undergraduates and 3 units for graduate students)
  2. Receive verification from the Manager, Administration and Assessment, that they are in good academic standing with the University and therefore eligible to serve on the BOD.
- B. Check requests for scholarship awards equivalent to in-state fees are authorized to be prepared as soon as requirements outlined above in III.A are met. The BOD business student assistant will attach the following as

supporting documentation for the check request:

1. A copy of the student representative's class schedule.
2. A statement of account (or similar documentation) evidencing the total tuition cost.

#### **IV. Monthly Scholarship Award Check Requests**

- A. Checks are paid at the end of the month for which the student representative has served. Checks are made available to the student representatives on the last Friday of the month.
- B. Before the 15th of each month, the business student assistant for the BOD prepares the check requests for each individual student representative.
- C. Each check request form requires the Requestor's signature (e.g. the BOD business student assistant) and the Approver's signature e.g. Associate Director, Marketing & Programs/designee.
- D. Check requests are submitted to the accounts payable mailbox by 4:00 p.m. on Wednesday of the last full week of the month in order for the student representatives to receive their scholarship award payments by the last Friday of the month.
- E. Scholarship award checks are available for pickup at the Cashier's office located in the Accounting & Finance Department.
- F. Each student representative must present their identification to pick up the award check. The student representative must sign the Check Log as confirmation for check receipt.
- G. If the student representative does not pick up the award check within ten (10) business days of the date it becomes available, the Accounting & Finance Department will mail the scholarship award check to the student representative's address on file.

#### **V. Tracking Scholarships**

- A. The BOD department will maintain a Scholarship Tracker which provides the following student representative information:
  1. Name
  2. Position
  3. Current status
  4. Monthly scholarship award
  5. In-state scholarship tuition award
  6. Any other relevant information

**VI. Notifying the University Financial Aid & Scholarship Office**

- A. The BOD business assistant will notify the University Financial Aid & Scholarship Office via memo whenever there is a change in student representatives on the board of directors:
  - 1. Prior to the start of each semester
  - 2. Changes that result in a decrease or increase in scholarship award payments
  
- B. The memo is addressed to the Director of Financial Aid. A copy is provided to the Executive Director and Associate Director, Marketing & Programs.
  - 1. The Scholarship Tracker is attached to the memo with the changes highlighted since the last submission.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_