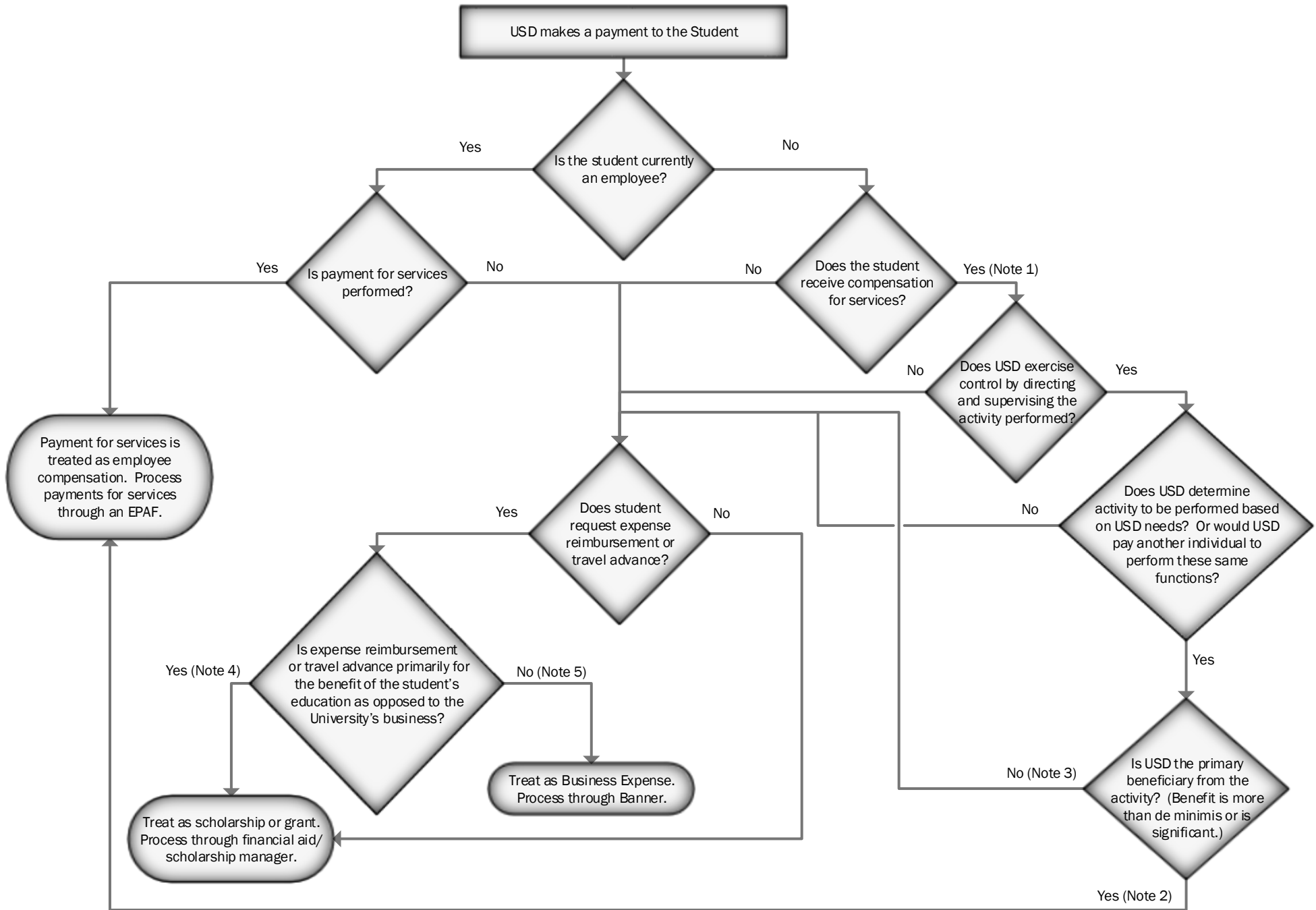


### Student Payment Treatment Determination Flowchart: Payroll, Scholarships and Reimbursements

This flowchart does not apply to students who are not currently enrolled at the University of South Dakota. This Determination Flowchart is not all inclusive. Determination is facts and circumstances specific. Each instance must be determined individually.



## Notes for Student Payment Treatment Determination: Payroll, Scholarships, and Reimbursements

This flowchart does not apply to students who are not currently enrolled at the University of South Dakota. The determination flowchart is not all inclusive. Determination is facts and circumstances specific. Each instance must be determined individually.

**Note:** Not all of the following statements within the Notes below may be relevant in each situation.

### **NOTE 1: Is there a service requirement?**

#### **Yes if:**

- Substantial conditions are attached to the payment, which exceed the incidental duties as a student.
- Student receives payment that enables him/her to pursue research (or studies) primarily for the benefit of the University. See Note 2 for additional information.

### **NOTE 2: Is the University the primary beneficiary?**

#### **Yes if:**

- The University's primary purpose and original intent is for the University to obtain useful results from the project.
- Results or research will be used by University.
- University determines activities.
- Services are performed to fulfill University's obligations to outside funding entity (i.e. requirement of a grant).
- University would otherwise need to hire an employee or contractor to complete the same results.
- Student is selected based on his/her experience.
- Amount of payment is based on amount of compensation to employees performing similar activities.

### **NOTE 3: Is the University the primary beneficiary?**

#### **No if:**

- The payment is for an activity or area in which the University is relatively disinterested, no strings are attached, and no substantial service requirements are imposed on the student.
- The project's primary purpose and original intent is to further the student's education or training.
- University obtains no or, at most, only an incidental benefit.
- Tasks are performed to contribute to the development of skills needed in the student's studies.
- Student determines activities to be performed.
- Student is selected to further his/her education or training.

### **NOTE 4: Is the expense reimbursement or travel advance related to Education?**

#### **Yes if:**

- Activities performed primarily to further student's education.
- Activity is an integral part of student's degree work.
- Activity is supported by student's scholarship/grant.
- Activity or course is required for degree or credit.
- Activity impacts student's grade.
- Student merely listens and learns to further his/her education.

### **NOTE 5: Is the expense reimbursement or travel advance related to Education?**

#### **No if:**

- Directly supports faculty member's project or research program.
- Is related to presenting or actively participating at a conference or scholastic competition on behalf of the University.
- If the funding is provided by a grant, and the grant requires the research/paper be presented at a conference.
- Is official University business (i.e., performed primarily for University purposes, such as University athletics or University band performances).