

WHEN TO USE THIS FORM

Student Stipends: Money paid to a student from a professor's grant for the purpose of allowing the student to further his/her own research/thesis or other program/academic requirement. It may be paid to international students as well as Canadian nationals.

Approval: Student stipends paid from research funds are subject to approval by Research Services to ensure compliance with research Sponsors' restrictions and thresholds.

By completing and signing, you agree that the nature of the payment to the recipient is in accordance with the definition of a student stipend stated on this form. The recipient is receiving such payment for the express purpose of furthering his/her education and training. All remuneration received by the recipient for the performance of employment duties (e.g.: Teaching Assistantships, Peer Tutoring, Event set up/clean up, Demonstrator, tasks compensated by hourly/daily wages, etc.) is outside the scope of this agreement and must be treated and processed separately from this payment via HR Payroll.

RECIPIENT'S INFORMATION

First name:	<input type="text"/>		
Last name:	<input type="text"/>		
Student ID:	<input type="text"/>		
Degree program:	<input type="text"/>		
Student status:	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	
Start date:	<input type="text"/>	End date:	<input type="text"/>
Comments: (optional)	<input type="text"/>		

STIPEND/FUNDING INFORMATION

Cost centre:	<input type="text"/>		
Fund name:	<input type="text"/>		
Principal Investigator:	<input type="text"/>		
Total Amount:	<input type="text"/>	Instalments:	Sept: <input type="text"/>
			Jan: <input type="text"/>
			May: <input type="text"/>

REQUIRED SIGNATURES

I, the undersigned, certify that all of the following conditions apply to this student stipend payment:

- The primary purpose of the student stipend is to further the education and training of the aforementioned recipient;
- The recipient of this student stipend is duly registered as a student at Nipissing University;
- All responsibilities of the recipient must relate to training and studies as a student;
- The recipient does not hold academic / professorial rank as an additional appointment at Nipissing;
- The amount and nature of payment adhere to the pertinent research Sponsor's guidelines.

I fully understand that the payment of this student stipend is not considered employment income and as such the amount:

- is not eligible for the university benefits plans including, but not limited to Group Life, Health, Dental, LTD and Pension;
- is not eligible for federal and provincial government deductions and benefits such as: Employment Insurance, Canada Pension Plan;
- is not subject to the 4% vacation pay or any form of vacation accrual or payment;
- will not entitle the recipient to collect Employment Insurance upon completion of the payment;
- will be recorded on a T4A for tax treatment by the Federal and Ontario governments.

Principal Investigator

Signature:	<input type="text"/>
Date:	<input type="text"/>

Student Recipient

Signature:	<input type="text"/>
Date:	<input type="text"/>

NOTES

This form must be completed for the initial student stipend payment and any subsequent renewals or changes. Payroll will not retroactively change "student stipend" income to "employment" income (or vice versa) to gain an advantage from a different type of payment.

▶▶ SUBMIT

Send your completed form to researchfinance@nipissingu.ca.

OFFICE USE

This form is to be retained by the department/unit for audit purposes for 7 years.

APPROVAL

GRAD STUDIES & RESEARCH

DATE