EDUCATIONAL STIPEND FORM

Stipends are payments to individuals as a scholarship, fellowship, financial assistance grant, training grant, or other contribution to support educational or training expenses. This support can include tuition, living costs, and other incidental expenses which will enhance the individual's level of competence in a particular area. Stipend payments do not create an employment relationship between the recipient and Emerson College, since no services are required.

NOTE: Do not use this form for Emerson students.

FOR STUDENTS: PLEASE COMPLETE THE INFORMATION BELOW	
Name:	Home Institution:
Student ID: Phone	: Email:
Current Mailing Address:	_
NOTE: To receive a stipend, you must complete, sign, and return this form, along with a completed and signed copy of Emerson College's <u>Substitute W-9 and Vendor Information Form</u> . No payments will be processed unless a completed Form W-9 is on file with the College.	
SIGNATURE:	Date:
FOR SUPERVISING FACULTY/STAFF MEMBER	
Name:	Department:
Phone:	Email:
Date(s) of the Educational Activity:	
Location(s) of the Activity:	
Summary of the Activity and Student Participation:	
Total Stipend Amount to be Paid: \$	
If this represents a partial stipend for incomplete work/participation, explain:	
SIGNATURE:	Date: