Emerson College

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 Substitute W-9 and Vendor Information Form. 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:** _____