

# McGill University Student Stipend Payment Authorization Form

## RECIPIENT INFORMATION

Student Last Name / First Name / Title (please print):	Student McGill ID:
Processing Department / Unit:	Check one:                      Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/>

## STIPEND/FUNDING INFORMATION

Fund Title:					
Fund	Organization	Account (cannot be changed) <b>600200</b>	Program	Activity	Location <b>000000</b>
Start Date:		End Date:	Award AMOUNT: <input style="width: 100px;" type="text"/>	Check <b>ONE</b> : <input type="checkbox"/> For this period <input type="checkbox"/> Annual Amount	

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

Student stipends paid from research funds are subject to approval by Research Financial Management Services (RFMS)/ Financial Services to ensure compliance with research Sponsors restrictions and thresholds.

By virtue of this form being completed and signed, you are herewith agreeing that the nature of the payment to the aforementioned recipient is in accordance to the definition of a student stipend as stated on this form. The recipient is receiving such payment for the express purpose of furthering their education and training. All remuneration received by the recipient for the performance of employment duties (e.g.: Teaching Assistantships, Peer Tutoring, Events 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.

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 and pursuing studies** as a student at McGill 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 McGill;
- 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, Quebec Pension Plan, Quebec Parental Insurance Plan and Medicare;
- 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 / Relevé 1 for tax treatment by the Federal and Quebec governments

## REQUIRED SIGNATURES

Fund Holder (Signature)	Fund Holder (PRINT)	Date:
Student (Signature)	Student (PRINT)	Date

## FOR DEPARTMENTAL USE ONLY

Processed by	Date
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### Notes:

- ✓ This form must be completed for the initial student stipend payment and any subsequent renewals or changes.
- ✓ This form is to be retained by the department/unit for audit purposes for 7 years.
- ✓ Any changes/modifications to either the Recipient/Student OR Stipend/Funding section will require a new Student Stipend Authorization Form be completed.