# Department Payment To Student Account

**Semester:**       **Student Name:**       **Banner ECAT Code :**

**CSUID:**       **Student Residency :**       **Student Level :**

Admin Professional       Veterinary/Clinical Psy Intern

Faculty       Fellow Grant Trainee (FGT) Postdoctoral

Graduate Research Assistant       Postdoctoral Fellow

Graduate Teaching Assistant - Res       State Classified

Graduate Teaching Assistant - NRes       State Classified Hourly

Graduate Support Assistant - Res       Student Non-Work Study/Work Study

Graduate Support Assistant - NRes       Student Non-Employee

GRA Predoctoral       Student Non-Employee Fellow

Non-Student Hourly

**Signature:**

| Authorized Person (print) | Signature | Dept # | Dept Name | Date | Phone # |
|---|---|---|---|---|---|
| | | | | | |

**Payment Type:**

**Total Payment**

**Certifications/Authorizations:**

     **Graduate Assistants/GRA PostDoc**

I certify that there is a signed, current Graduate Assistant or GRA Post Doc Appointment and Certification form on file with the department that matches the above subcode, and, as the Department Head or their designee, I certify that this department payment conforms to the policy set forth in **FPI 2-5,** which limits payments to Graduate Assistant tuition remission scholarships specified on the Graduate Assistant Terms & Conditions. Payments are based on future or continuing educational activity that does not require the performance of a service.
I certify that there is a current Graduate Assistant Appointment and the student is registered for _____ credit(s) on Aries. Please attach copy of GAAC.

*Routing Discretionary Scholarship Payment*

| **Provost** | | **Financial Aid** | **Accounts Receivable** |
|---|---|---|---|
| Approved | Denied | ☐ Reviewed | ☐ Processed |

_____  _____

**Signature**                    **Date**                     **Initial     Date**               **Initial       Date**

*Routing Graduate Student Payment*

| **Graduate School** | | **Financial Aid** | **Accounts Receivable** |
|---|---|---|---|
| Approved | Denied | ☐ Reviewed | ☐ Processed |

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**Signature**                    **Date**                     **Initial     Date**               **Initial       Date**

*Routing Sponsor Designated Scholarship/Fellowship*

| **Sponsored Programs** | | **Financial Aid** | **Accounts Receivable** |
|---|---|---|---|
| Approved | Denied | ☐Reviewed | ☐ Processed |

_____

**Signature**                    **Date**                     **Initial     Date**               **Initial       Date**

**Reason for Denial  :**

# DEPARTMENT PAYMENT TO STUDENT ACCOUNT
## Frequently Asked Questions

**1. What is meant by Student Type?**
This is the employee status as defined in the HR system, Oracle, or if the student is not an employee the student status.

**2. What documentation is required for a department to make a payment to a student account?**
If the department determines it would like to pay a specific charge on a student account, it is the department's responsibility to know what is being paid.
The department will need to submit the itimized charges on the student account from Banner or from the student's Statement of Account.

**3. If making a payment to a graduate student account, when should the portal be used vs. the DPSA form?**
A DPSA form should be used for fees and is only to be used for tuition remission when the portal is not available for use.

**4. Who should sign this form?**
Signature should be of an authorized individual on the account in Kuali.  Signature may be electronic or printed out and manually signed.

**5. Why are object codes not editable?**
Object codes are filled in automatically based on the Student Type, Payment Type, and Charge Type.  If N/A populates and you are attempting to pay a charge where the object code can't be determined, more information is needed as proof that it is an allowable charge to be paid with University funds.  For insurance, please provide backup from HR stating that insurance can be paid (employee is not study privilege eligible).  Object codes are hard coded in order to properly report the benefit or expense on the university financial statements.  Please use the department payment processing matrix posted on the Accounts Receivable website to review appropriate object code usage.  If you have concerns about the object code usage, please contact ARO at bfs_aroperations@mail.colostate.edu to discuss the specific circumstance.

**6. What if I'm paying tuition and differential tuition or multiple fees, how do I reflect that on the form?**
Like charges can be added together as one line entry, meaning all tuition charges being paid can be added and entered on one line and all fees being paid can be added and entered on one line.

**7. What kind of other charges are allowable to be paid?**
Any charge on a student account is subject to the department's discretion to be paid, however, personal charges such as fines and health charges are discouraged to be paid for by the university.   Please note, payment amounts cannot exceed actual charges.

**8. What if I don't have a sub-account or sub-object?**
Entering a KFS sub-account and/or sub-object is optional.

**9. What is a Discretionary Scholarship?**
A Discretionary Scholarship must be on file with the Provost's Office prior to submission on a DPSA form.  Please see the Discretionary Scholarship Policy on the Policy and Compliance website for more information.

**10. What needs to be completed in the certifications/authorizations section?**
If you are making a payment for a graduate assistant (GRA/GTS/GSA), please enter the number of credits the student is taking for the semester you are making a payment.

**11.  Where should the DPSA form be submitted?**
This form should be submitted to Accounts Receivable Operations via email (preferred) or printed and mailed:
> email: bfs_aroperations@mail.colostate.edu
> mail: ARO - 6024 Campus Delivery

**12. What do I submit with a stipend payment?**
To meet the definition of a stipend, the department must submit documentation showing the stipend is for cost of living or for the benefit of the student.  If the payment is for compensation of work performed, that is not a stipend payment and should be paid through Payroll.

**13. What is a fee vs. other charge?**
A fee is something on the student account assessed via assessment rules to all students in the same circumstances such as general fee, alternate transportation, technology fee, factility fee, etc.  An other charge is something loaded by a department based on certain student circumstances such as SEVIS and parking permit charges.

**14. What if the form is not auto populating the grayed out fields?**
Please check your version of Adobe Acrobat to ensure it is the most recent version.  If you cannot fill out the form electronically due to versions of Adobe, please print and fill in the form by hand.