

Procedures for Cash and Non-Cash Student Awards

- **Non-Cash Awards**

A non-cash award is an award given to a student in the form of a scholarship that will be applied to the student's account during the subsequent term in which it is awarded. The faculty or staff member granting the non-cash award must complete the form titled, "**Award Information for Honors Convocation – Scholarship (non-cash) Award**" and forward it to the Office of Student Financial Planning, Unit 8379. This form must be submitted no later than ten (10) days prior to the honors convocation or ceremony at which the award will be presented.

Gift certificates must also be reported to the Office of Student Financial Planning. The non-cash award form may be used and edited as necessary to reflect the nature of the award.

- **Cash Awards**

A cash award is an award or prize given to a student in the form of a check that is prepared by the Accounts Payable function of the Finance Office. The faculty or staff member granting the cash award must complete the form titled, "**Award Information for Honors Convocation – Cash Award**" and forward it to the Finance Office, attn Accounts Payable, Unit 8318. This form must be submitted no later than ten (10) days prior to the honors convocation or ceremony at which the award will be presented in order that checks may be available for distribution at the appropriate award ceremony.

The Accounts Payable personnel will forward a copy of the form to the Office of Student Financial Planning for consideration towards the student's financial resource.

Cash Award
and

Scholarship (non-cash) Award
forms are available online at

http://www.stetson.edu/academicaffairs/faculty_info.php

They also may be requested from the Office of Academic Affairs
(x 7010 or jward@stetson.edu)