



Santa Clara
UNIVERSITY

Student Stipend Authorization Form

Stipend

Stipends are strong motivators that help enable student participation in educational and community activities. Stipends are intended as a mechanism to help offset living and other expenses, and/or to support students in their pursuit of valuable educational or career-development opportunities. **Stipends are not wages and are not compensation for work performed by the student.**

Position Title: _____

Date: _____

Position Description: Please include a detailed description of the position or activity in which the student will participate, including:

- 1.) The stipend amount, including the anticipated schedule in which payment(s) to student will be made;
- 2.) The description and purpose of the position or activity itself, including start/end dates;
- 3.) The essential duties and responsibilities the student is expected to satisfy; and
- 4.) Any prerequisites or eligibility criteria the student must satisfy to be considered for this position.

Please answer the following questions:

- 1.) Is this activity conducted primarily for the benefit of the student? **Yes** ☐ **No** ☐

If so, describe how (Benefits may include, but are not limited to: hands-on educational or vocational training, leadership or networking opportunities, etc.):

- 2.) Is this activity part of the student's overall educational program? **Yes** ☐ **No** ☐

If so, describe how this activity complements the student's overall educational experience. (Examples include, but are not limited to: receipt of academic credit, integrated coursework, etc.):

- 3.) Is the activity such that the University does not currently and would not in the future hire an employee to perform the activity? **Yes** ☐ **No** ☐

- 4.) Is the activity one which requires close supervision or mentorship of the student? **Yes** ☐ **No** ☐

Submitted by: _____

Title: _____

Department Name: _____

For use by Student Employment Office: Do not write below this line.

Manager of Student Employment: _____

Date: _____

This position qualifies for a stipend and does not establish an employment relationship.

Yes ☐ **No** ☐