Is the Payment for Services?

YES

This should be processed through student payroll. Contact the Payroll Department.

NO

Is the student currently enrolled at WCU?

NO

The student is not eligible for a scholarship or prize.

YES

Is the payment being processed from a 7539xxxxxx fund center?

NO

The payment is processed through financial aid and is credited to the student's account. If the student's account has a credit balance then the student is issued a refund check. The payment will appear on the student's 1098-T.

YES

Does the scholarship fund allow for the payment of awards and prizes? Ray Carabello to determine.

NO

The payment is processed through A/P and a check is issued to the student. The student's Social Security # must be provided. If the total payments for prizes and awards for any individual person equals or exceeds $600 in a calendar year then a 1099 is issued.

YES

Is the intent of the payment for the student to use these funds for tuition, fees, books or supplies?

NO

The payment is processed through financial aid and is credited to the student's account. If the student's account has a credit balance then the student is issued a refund. The payment will appear on the student's 1098-T.

YES

This decision tree only applies for payments made to WCU students. It is not meant to be used for other vendors.