

Student Payments Processed Through Accounts Payable

Payment Type	Definition	Examples	Processing Method	Miscellaneous Payment Payee Category	Miscellaneous Payment Request Category	Reportable
Refunds	Repayment of a sum of money previously paid to RISD by a customer for goods or services.	Equipment Deposit Refunds Unused RISDbucks Balances Tuition Refunds	Miscellaneous Payment Request	STUDENTS	REFUND	No
Reimbursements	A Reimbursement is repayment to a person who has used personal funds to purchase goods or services on behalf of RISD	Approved Business Travel Approved Food at Campus-Hosted Meetings Material Funds Awards	Miscellaneous Payment Request	STUDENTS	NON EMPLOYEE REIMBURSEMENT	No
Awards	Financial support based on achievement, performance, or other criteria. The recipient can use the money for any purpose.	Awards for GPA LACE Award	Miscellaneous Payment Request	STUDENTS	AWARD/PRIZE	Yes
Prizes	Payment as recognition for a special achievement, such as winning a judged competition. The recipient of this type of prize can use the money for any purpose.	Artist's Book Contest Spumina Design Contest	Miscellaneous Payment Request	STUDENTS	AWARD/PRIZE	Yes

Other Payments

Internships	An internship is a period of paid work experience offered by an organization for a limited period of time.	Accounts Payable does not process paid Internship payments. Please contact Human Resources/Student Employment.				
Scholarship	Financial support based on academic achievement or other criteria that may include financial need. The donor of the scholarship sets the criteria for recipient selection. The grantor specifically intends money be spent to defray the costs of study, training, or research. Proceeds of the scholarship offset the cost of the student's education for an upcoming or current academic year, depending on when the student receives the funds.	Accounts Payable does not process Scholarship payments; Please contact RISD's Student Financial Services Office.				
Fellowship	Fellowships offset the cost of attendance for graduate students. They are awarded by the academic department in conjunction with Student Financial Services, and may be determined based on need, merit or a combination of both. Typically, fellowships are awarded in equal disbursements for fall and spring semesters and paid directly to a student's tuition account.	Accounts Payable does not process Fellowship payments; Please contact Peggy Lewis.				
Payments for Services	Payment for work done as a consultant or independent contractor.	Accounts Payable does not process payments to students as payment for services; Please contact Student Employment.				
Honoraria	An honorarium is a one-time nominal payment typically paid to persons of scholarly or professional standing expertise with the intent of showing good will and appreciation for a voluntarily service to the College. Students are not eligible to receive honoraria payments.	Accounts Payable does not process Honorarium payments to students.				