

**KAPIOLANI COMMUNITY COLLEGE**  
**STIPEND INFORMATION FORM**

**Section 1: Student Information**

Student's Name (Last, First, Middle)	UH Student? (Yes / No)	Student ID #	US citizen? (Yes / No)	Amount	Account Code

**Section 2: Stipend Information**

1. Please describe the type of payment that is being made to the student.
2. Is the stipend a Scholarship/Fellowship or a payment to an individual? (check one)
  - a. Scholarship or Fellowship – includes an amount paid to or for the benefit of an individual to aid him or her in the pursuit of study or research. Amounts are relatively disinterested “no-strings attached” education grants with no requirement of services from the recipient
  - b. Other payment – does not satisfy the criteria of a Scholarship or Fellowship. Work is involved to receive such payment.

**Scholarship or Fellowship \_\_\_\_\_ Other Payment \_\_\_\_\_ ([KFS-DV](#))**
3. If the payment is a scholarship or fellowship, is the payment a qualified or non-qualified payment? (check one)
  - a. Qualified – generally includes any amount received that was used for qualified tuition and related expenses. (ie. tuition and fees required for enrollment or attendance; along with fees, books, supplies, and equipment required for courses)
  - b. Non-Qualified – room and board, travel, and equipment not required for enrollment.

**Qualified \_\_\_\_\_ (Please fill out [UHCO-2](#)) Non-Qualified \_\_\_\_\_**
4. If the payment is a non-qualified scholarship or fellowship, does it include the cost of attendance? (check one)
  - a. Cost of Attendance – student housing and/or meal plans
  - b. Non-Cost of Attendance – fellowship and/or travel

**Cost of Attendance \_\_\_\_\_ (Please fill out [UHCO-2](#)) Non-Cost of Attendance \_\_\_\_\_ ([KFS-DV](#))**
5. Is the stipend allowable in the contract or grant? If no, please explain.

**Section 3: Approval**

I certify that the stipend payments are in compliance with the contract or grant.

Principal Investigator Signature: \_\_\_\_\_ Date: \_\_\_\_\_