**Fellowships and Trainees – Payments and Tuition**

Set Up as a Supplier

* Each student/fellow/trainee must be set up as a “SUPPLIER” through USC’s supplier set up process using the “Employee/Student Supplier Form” and the ACH Form and W9. All documents should be emailed to apsupplr@mailbox.sc.edu
* Set up the stipend as a reoccurring payment.
* Contact the Controller’s office with questions. Phone: 803-777-5177

Stipend Payment Form

* For each student/fellow/trainee, complete the Stipend Payment Form and be sure to attach the grant award and any appointment letters to the payment form.
* Also, have the departmental chair place their signature on the document, which signifies that they recognize that it is the department’s responsibility to notify Accounts Payable if a student/fellow/trainee is no longer to receive payment.
* Please attach this Stipend Payment Form along with the documentation using the Payment Request module in PeopleSoft.
* Contact Accounts Payable with questions. Phone: 803-777-4818

Processing for In-State Tuition

* Complete the “Federal Traineeship Authorization Form” for trainees, and all Fellowships should complete the “Graduate Fellowship Form”.
* Submit the form to Financial Aid via the electronic form submission and then send a copy to Wanda Barr at the Graduate School. wandab@mailbox.sc.edu

Notes:

1. No fringe should be charged in the budget for any fellowship or traineeship.
2. Stipend payments must be the same amount each pay.
3. The Stipend payments will line up with payroll dates, with the second December pay, which will be given after we return from break, instead of before we leave for break.