

**THE UNIVERSITY OF ALABAMA OFFICE
OF STUDENT ACCOUNT SERVICES
PAYMENT TO STUDENT FORM**

DATE:		PAYMENT AMOUNT:	\$
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PURPOSE OF PAYMENT:	
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IS THE STUDENT CURRENTLY ENROLLED? (Y/N)	
IF NOT CURRENTLY ENROLLED, WILL THE STUDENT BE ENROLLED IN THE NEXT SEMESTER? (Y/N) (If no, see instructions under Purpose of Form below.)	

STUDENT ID #:	
STUDENT NAME (F/M/L):	

FOAP TO BE CHARGED:	COA	FUND	ORG.	ACCT	PROG

PURPOSE OF FORM:
<p><i>This form is used to process student payments for the purpose of providing funds to defray, or reimburse a student's travel, research, or other department approved personal expenses, in whole or in part (estimated or actual).</i></p> <p><i>This form <u>should not</u> be used for compensation, or to reimburse a student for University business expenses.</i></p> <p><i>For further details, see the Student Payment Policy & Procedures at http://studentaccounts.ua.edu/payments-to-student-policy/</i></p> <p>Note: A student must be enrolled when the expenses were or will be incurred; or, must anticipate returning for the subsequent enrollment period. If the student incurred the expenses while not enrolled and will not be returning, the payment request must be processed on a Miscellaneous Disbursement Voucher through the Accounts Payable Office. Indicate on the MDV that this is a non-enrolled student payment.</p>

APPROVALS
Department Head
Dean or Principal Investigator*
Sponsored Programs, Financial Services*

* Required, if Sponsored Programs funded.

Student Account Services use only:	
Processed Date:	
Prepared by:	

University Department Name: _____

Departmental contact for this transaction: _____

Contact's e-mail address: _____ Contact's telephone #: _____

Send this completed form to Student Account Services, attention Geneva Dove, 105 Student Services Center, Box 870120. The credit will be applied to the student's account, and a refund generated unless the account is delinquent. Transactions will appear on the student's financial account. The refund will be direct deposited into the bank account that the student provided in their student financial account.