

SFS Benefit Disbursement

- Annual stipends will be paid on a monthly basis in advance; e.g., currently an annual undergraduate stipend of \$22,500 will be paid in \$1,875 monthly checks made payable to the student and available for pick-up in the University Enterprises, Inc. (UEI) Business Office, Hornet Bookstore, Business Services Division, Ste. 3700, on or about the first of each month. (Alternatively, it can be mailed to you if you provide our office with the address ahead of time.)
- Tuition and fees are paid directly to the University if possible. If you have only recently been awarded the scholarship, you may have already paid them; in this case you will receive reimbursement upon your submittal of a receipt from the registrar's office. An original receipt is required if the transaction occurred at a cash register; online receipts can be forwarded to this office via email.
- Reimbursement for required books or software (and/or recommended titles, upon approval by the SFS project director) will be processed, up to the amount specified for each scholarship year, upon submittal of receipts to the SFS office. An original receipt is required if the transaction occurred at a cash register; online receipts can be forwarded to this office via email. Your check will be available for pick-up in the University Enterprises, Inc. (UEI) Business Office, Hornet Bookstore, Business Services Division, Ste. 3700 at the earliest possible date for UEI to process the paperwork. (UEI disburses checks each Thursday; alternatively, your check can be mailed to you if you provide our office with the address ahead of time.)
- The annual professional development allowance will be paid as a reimbursement check for funds already expended to register for an approved training course resulting in a certificate; or, in a case involving travel, upon submittal of all travel and registration receipts according to State and UEI travel regulations. Select the link for "Student Travel Procedures" in this section under "SFS Scholarship Benefits." (For more information on UEI travel information and policies, see <http://uei-sp.uei.csus.edu/policies-and-procedures/travel-policies-and-information/>.)
- Health care insurance incurred by the student will be reimbursed monthly at a rate equivalent to one-twelfth of the annual allowance as long as receipts, bank statements, and/or other required documentation indicates that the amount that was paid for that month equals or exceeds the reimbursement amount for that month. For example, if a student's health insurance plan is \$300 monthly, the amount that will be reimbursed will be \$250 (annual benefit allowance is \$3,000; one-twelfth of that equals \$250). Expenses must be paid for by the student himself or clearly indicated as a specific portion of a family plan. Medical visits, prescriptions, etc. will not be reimbursed by the scholarship.