



## California State University, San Bernardino Noyce Math and Science Scholars for the Inland Empire

### Student Support Payment Procedures

Due to changes required by the CSU Chancellor's Office, effective January 1, 2012 ALL Student Support Payments (formerly called "stipends") will be processed through Financial Aid and Student Accounts. This will necessitate changes both in the procedures and in the turnaround time of such payments.

Please read through the information below regarding how to request your quarterly participant support payment, and adhere to this procedure carefully. Incomplete or late documentation will result in payments being delayed accordingly.

#### How do I request my quarterly Student Support Payment?

- 1) Submit the following documents, which should be filled out by mentor and scholar teams as part of your debriefing and planning process, to the CEME office in JB-263:
  - a) Scholar Evaluation Form
  - b) Mentor Feedback Form
  - c) Benchmark Checklist
  - d) Classroom Participation Logs (reflecting a **minimum** of 33.5 hours of classroom participation for the quarter)
  - e) Printout of mentor/scholar quarterly collaboration notes and schedules from GoogleDoc.
  
- 2) Fill out Student Support Payment request form indicating which quarter you will be taking funds and the amount of funds you are requesting. **Please note that financial aid can only process whole dollar amounts. Your payments will show up as \$3,333.00 instead of \$3,333.33 in your account.** Submit form to JB-263 or email to Sarah at [swinter@csusb.edu](mailto:swinter@csusb.edu)

#### How long will the payment turnaround be?

Since payment is now going through Financial Aid and Student Accounts, the turnaround is expected to be longer than previously, and may vary depending on when you submit your quarterly paperwork. We expect that the turnaround will be 2 weeks after the payment request form is submitted by the CEME office after verifying your documentation. If you need your funds by finals week, please submit your paperwork to our office no later than the beginning of week 8 of the quarter.

The turnaround will be slightly faster for those who are signed up for direct deposit through Student Accounts. To sign up for direct deposit, please visit [http://admnacct.csusb.edu/sao\\_dd.htm](http://admnacct.csusb.edu/sao_dd.htm)

**For questions regarding financial aid or disbursement of funds into your MyCoyote account, please contact Kristal Gamma at (909) 537-5227. Let her know that you are a Noyce Scholar receiving a Student Support Payment.**

