

# Supporting Visiting Student Researchers

[Standard charges for a Visiting Student Researcher \(VSR\)](#) include a monthly VSR Fee, quarterly Campus Health Service Fee and Cardinal Care Health Insurance (unless Cardinal Care has been waived by the student). VSRs cannot receive tuition payments and are not eligible for teaching or research assistantship appointments. VSRs are also not eligible for health insurance subsidies.

## Prerequisite: Item Type Request

Request [Item Type](#) link from the GFS Center





Ensure that you have set up Item Types with the appropriate PTA's and charge priorities for VSR funding.

Charge Priority	Will pay
VSR	Monthly VSR Fee charges as well as monthly tax withholding charges
HLTHSRVC	Quarterly Campus Health Services Fee Only
HLTHONLY	Cardinal Care health insurance charge Only
MONTHLY	Will generate a monthly stipend via Payroll to student (will not pay charges on the student account)

Each item type will pay only fees which match its charge priority; any amount which exceeds the student's charges for that fee will remain in the student-account as Unapplied Aid.

## Step 1: Ensure the student is available in GFS

When the student has an active VSR Program/Plan in Student Records the student will be available on the Non-Matriculated Student Aid Entry page. Processing occurs overnight after the plan is first added. The Term Summary will show the student's Home Department and Tuition Category of NM-VSR. If either of these are incorrect, work with the Registrar's Office to correct the student's data.

TERM SUMMARY				
	AUTUMN	WINTER	SPRING	SUMMER
HOME DEPT	CHEMISTRY 	CHEMISTRY 	CHEMISTRY 	CHEMISTRY 
TUITION CAT	NM-VSR	NM-VSR	NM-VSR	NM-VSR

## Step 2: Enter Aid Lines

You will be using the Monthly Stipend/Fee and Quarterly Fees tabs to enter support for VSRs.

MONTHLY STIPEND/FEE

QUARTERLY FEES

On the Monthly Stipend/Fee tab, NM-Fee and NM-Payroll will be the only disbursement plans available. This is where you will enter support for Monthly Fees and Monthly Stipend.

- Choose NM-Fee if you wish to generate monthly disbursements to the student's account that will pay the monthly VSR Fee.

- Enter the monthly amount and the appropriate Start and Stop dates. In order to pay VSR fee charges for the duration of the visit, the Start Date must be the first day of the first month for which the student will be billed and End Date must be the final day of the last month for which the student will be billed. The fees are not pro-rated for partial months of a visit, so your payment should be entered for full months.
- Note that for VSRs September fees are assessed on the student's Autumn Quarter bill. They are billed for 4 months in Autumn Quarter (September – December), 3 months in Winter Quarter (January – March), 3 months in Spring Quarter (April – June), 2 months in Summer Quarter (July – August).
- The charge priority for the item type used must be VSR.
- Once the aid line is approved, the monthly amount will disburse to the student account on the 15<sup>th</sup> of each month (or the night it is approved if the current month is included and the 15<sup>th</sup> has already passed).
- Choose NM-Payroll if you wish to generate a stipend that will be disbursed via Payroll (on the last business day of the month).
  - Enter the monthly amount and the appropriate Start and Stop dates. The total amount will be calculated based on the monthly amount and dates. September 1 is a valid start date in Autumn Quarter for VSRs.
  - If Start date is not the first day of a month, the first month's stipend will be pro-rated; if Stop date is not the last day of the month, the last month's stipend will be pro-rated.
  - The charge priority for the item type used must be MONTHLY.
- For International Students, in most circumstances the University is required withhold taxes on any support provided. VSR's will be billed via the student account for this withholding. Payroll will enter an aid line with disbursement plan of NM-Fee using the same PTA used to pay the VSR charge to give you an option to cover those charges.
  - If the funding source does not permit this type of payment the Financial or Home Department Approver can reject that aid line, or change it to another PTA if desired.

MONTHLY STIPEND/FEE

QUARTERLY FEES

On the Quarterly Fees tab, support for quarterly charges such as the Campus Health Services Fee and Cardinal Care Health Insurance can be entered.

- The charge priority for the item type must match the specific charge you want to pay (HLTHSRVC = Campus Health Services Fee, HLTHONLY = health insurance)