



Human Resources

Texas Christian University

# Student Activity Verification

*This document must be completed and submitted to Human Resources prior to requesting payment from Accounts Payable. Payment can be requested using the Student Payment Request form. A Student Payment Request form will be e-mailed to you once this form is received and processed by Human Resources.*

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Date \_\_\_\_\_ Name of Program/Activity \_\_\_\_\_

Department Name \_\_\_\_\_ Department ID \_\_\_\_\_

Number of Students in Program \_\_\_\_\_ Total anticipated payment per student \$ \_\_\_\_\_

Room is included as part of the program \_\_\_\_\_ Food is included as part of the program \_\_\_\_\_

- Does student get course credit for activity?  
Yes                      No
- Is participation in the activity a degree requirement?  
Yes                      No
- Do the students have to be enrolled in a specific degree program to be eligible for this stipend?  
Please identify program \_\_\_\_\_  
Yes                      No
- Is activity part of a traditionally recognized extra curricular activity?  
Yes                      No
- Does the activity require a high level of creativity, innovation, imagination and talent, such as a musical performer, but not in a traditional extra curricular activity in a field of artistic endeavor?  
Yes                      No
- Is the activity part of a program primarily intended to enhance the educational experience of the student?  
Yes                      No
- Is this student doing work that would otherwise be assigned to other university employees?  
Yes                      No

Brief description of the program/activity and its purpose (required write on back if necessary) -

Frequency of payments (Accounts Payable checks are ready on the last Friday of the month)

\_\_\_\_\_ Lump Sum                      \_\_\_\_\_ Biweekly Payments  
\_\_\_\_\_ Monthly Payment(s)                      \_\_\_\_\_ Total Number of Payments

*This activity does not constitute an employer/employee relationship between the student and the university.*

Authorization \_\_\_\_\_

Individual who has oversight of the program/activity