



Student Compensation Procedures

Stipends, Grants and Awards are not compensation or wages and cannot be offered to students for work performed or services rendered. Stipends, grants or awards should be offered only for an educational experience that is normally uncompensated, or when the student incurs expenses (housing, travel, etc...) related to the experience. Stipends cannot be offered for work that was performed to avoid federal and state hourly wage and reporting requirements (timecards). Offering a stipend payment to students for work or services rendered that are similar to other hourly positions is not typically permitted, as similar jobs should be offering similar compensation.

Activities appropriate for stipends:

1. Fellowship/training programs/grants/awards
2. Graduate Assistants
3. Resident Assistants

Requests for stipends outside of these activities will not be considered.

1. Fellowship/training programs/grants/awards

Grant programs typically provide a stipend, fellowship or award to support a specific period of academic engagement. Stipends, fellowships, and awards are NOT considered wages.

Comparison and Distinctions of Fellowship/Training Programs to Employment

	Fellowship/Training Program/Grant/Award (Paid via stipend)	Employment (Paid via wages)
FOCUS	The primary purpose is to provide the student with an educational experience or training program. The role must focus on training and learning, and the training must primarily benefit the recipient rather than the college	The primary purpose is to benefit the institution/department or project's objectives
TIME COMMITMENT	May or may not have to set a schedule, but always has specific and clear expectations. Fellows/trainees often receive a stipend based on their proposed projects and their estimated time to complete them. These stipends are specific amounts rather than an hourly wage because the effort they conduct can fluctuate on a day-to-day basis.	Work is scheduled and paid hourly
PAYMENT PROCESSING	Paid via Accounts Payable	Paid via Student Employment
TAX WITHHOLDING	N/A	Wages are taxable and payroll taxes are withheld

2. Graduate Assistantships (GA's)

Graduate Assistantships are considered to be an educational experience, as the student's assignment may align with their field of study. GA's will receive a bi-weekly stipend and tuition remission*. GA's cannot devote more than 20 hours per week to GA duties and cannot be asked to perform tasks outside of their job descriptions. Graduate Assistants are not eligible for campus employment opportunities outside of the GA program; therefore they cannot receive compensation beyond their GA stipend from Providence College.

3. Resident Assistants (RA's)

Resident Assistants are hired to live in and monitor the college's on-campus dormitories, they are charged for their housing. RA's do not receive an hourly wage for their commitment, instead they receive a series of stipend payments over the academic year of which the sum of payments will equal their room charge. RA's are not allowed to hold another job on campus, as per the college's [student employment policy](#).

Hourly compensation will be used for all on-campus and off-campus (Community Service through Feinstein Institute) student employment positions. These positions are to benefit the college and the hours of work must be tracked. Timecards will be available for every student worker and must submit their hours through Cyberfriar. Supervisors are responsible to monitor and approve timecards bi-weekly, coinciding with the student payroll schedule. Student workers are limited to a maximum of 20 hours per week during academic periods, and up to 35 hours per week for non-academic periods. **Only** off-campus Community Service student workers are allowed to work up to 40 hours per week during non-academic periods.

All hourly wage student employment positions must offer compensation that falls within the College's approved wage scale. A department or supervisor cannot offer an hourly wage that falls below Rhode Island minimum wage or exceed the maximum Classification Rate, based on the Job Title Code. Refer to the current [Pay Rate & Wage Scale](#) for approved rates and Job Title Codes.

*GA's hired as Hall Directors for the Residential Life Department will receive room & board in lieu of a bi-weekly stipend.