

# LOYOLA UNIVERSITY CHICAGO

## TAX INFORMATION CERTIFICATE STUDENT FINANCIAL ASSISTANCE: FELLOWSHIP, PRIZE/AWARD AND HONORARIUM

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All educational financial assistance (including fellowships, prizes, awards, and honoraria) which are not related to a work/service requirement must be processed through LUC's Financial Aid Office as they are generally considered a resource when determining a student's financial aid eligibility. Payments that are related to work/service must be processed through Human Resources / Payroll.

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Name: \_\_\_\_\_ Date of Award: \_\_\_\_\_

School enrolled in: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Degree for which the student is a candidate: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Is the student currently on a Visa? (Ex: F-1, J-1)

YES      NO

Name of Award: \_\_\_\_\_

Is there a Work Requirement?      YES      NO

Description of Award (please include a copy of the award letter or other supporting documentation):

### **This is to certify that pursuant to receipt of the above award:**

- 1) The above student is a candidate for the degree indicated;
- 2) The student is required to perform the following identified services as a condition of receiving this award: Check all that apply:

Teaching/ Research Asst*	Independent Research	Guided Research*	No Service Required	Other	(if Other, provide additional supporting documentation)
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\*Route to HR/Payroll

### **Glossary of Terms**

**Independent Research:** primary purpose of the research is to further the education and training of the student in his/her individual capacity. LUC does not control the research and the student has the ability to direct and control the research.

**Guided Research:** research under the direct supervision of LUC that primarily benefits LUC. LUC has control over the research and will use the results of the research. For example, student research that is supervised by a faculty member or a requirement that a student perform research for a specified amount of hours per week.

Department Requestor: \_\_\_\_\_ Department: \_\_\_\_\_

Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_