



Dear faculty and staff,

The Controller's Office, in conjunction with the Financial Aid Office, wants to remind the campus community that any type of grant or scholarship award made on behalf of students must be reviewed by the Financial Aid Office, regardless of payment source. This ensures that all awards are properly reported and recorded on necessary tax forms, and that the University is in compliance with Federal and State regulations.

Departments should not process payments using bank cards or purchase orders on behalf of students for emergency expenses such as books, educational expenses, food, rent, transportation, or other personal needs. Financial Aid should review these requirements directly with the student to discuss options and avoid an over award of financial aid.

The Controller's Office would also like to remind the campus community that bankcards should never be used to pay for tuition and fees. Employees should not request reimbursement for personal expenditures for tuition and fees that are not covered by a tuition credit (waiver). Employees should check with Human Resources for details related to their tuition benefit eligibility.

For any questions or concerns, please contact controller.request@umassd.edu.

Sincerely,

Suzanne Audet, Controller



UMass Dartmouth

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