
ONE-TIME PAYMENT AGREEMENT 2009-2010

Graduate Studies' policy is to limit departments to a maximum of one, one-time payment of \$1,000 per year, per student. Graduate Studies can remove this ceiling, but with the understanding on the part of those programs authorizing the one-time payments that Graduate Studies would not pull back stipends that have already been paid to students who subsequently become ineligible for the award. This would include students who withdraw, go on filing fee or PELP, etc.

As with other stipends paid to international students, these one-time payments must be entered into the Payroll Personnel System (PPS). In order to enter multiple one-time payments for a student, you will be required to create a separate distribution line for each payment.

If your department would like to participate in this process, please ask your program chair to sign this agreement stating his/her acceptance of the conditions.

I agree to the terms and conditions of this agreement.

Signature of Program Chair

Date

Printed Name of Program Chair

Program Name