

Student Stipend Policy

A. The time commitment should be consistent throughout the year. These time demands should be critical to the function of the organization. The extraordinary efforts of an individual in a less demanding position during any particular year will not necessarily justify a stipend for that position for the following year. In no case will a stipend be retroactively granted to a position.

B. The position's scope of responsibility must be significant, as defined by either: (a) control of a large amount of student activity funds, equal to at least 15% of the total fees collected; or (b) supervision of the production of a medium that is widely circulated and reflects directly upon the image of Keene State College. (i.e. newspaper, radio, yearbook).

C. The total allocation for student stipends cannot exceed 10% of the total student activity operating budget for any year. If the total stipend paid amounts to over 10%, then a special stipend review committee must be formed to recommend action to the Student Body and the President of the College. Under no conditions may this percentage be exceeded without this review and recommendation of action to be taken by the above-mentioned parties.

D. The amount of money that is paid in the form of a stipend shall reflect the amount of responsibility or the number of hours that the position demands.

E. The student stipends shall be broken down into four groups: A, B, C, and D. Group A will consist of the highest paid student position with a base dollar amount for this group of \$1,250. Group B will receive \$1,000; Group C will receive \$750; and Group D will receive \$500.

F. The guidelines for estimated minimum hours to be worked per week shall be: Class A – 24, Class B – 18, Class C – 12, and Class D – 8 respectively for each group. Note: a need may arise for the “base amount” to be adjusted. In that event, a special stipend review committee should suggest a new base figure.

G. The Student Body is not obligated to raise or lower the amount of money paid to the stipend position because of a change in tuition.

H. Individuals cannot receive more than one stipend.

I. Only full time matriculated students may receive a stipend.

J. Individuals may not receive academic credit and a stipend for the same position. Any exceptions to this policy must be presented and approved by

Student Assembly.

K. Stipend for Officers of Organization – The treasurer of the organization will submit a list of officers receiving stipends to the Accounting Office within the first (2) weeks of the semester. Include the name, position held and stipend classification. All stipends are paid through USNH payroll. In order to receive payment, officers receiving stipends are required to complete any required hiring forms at the Accounting Office. The treasurer must submit in writing any change to the student stipend list during the semester.