

Quick Reference Guide: How to Complete the NSR Request Form



Purpose:

Tulane departments may provide financial support to enrolled students through Non-Service Required (NSR) Stipends when the payment supports the student's own education, training, or research pursuits without requiring specific work assignments in return.

This guide explains how to process a recurring stipend (paid monthly over a semester) through the **Recurring Student NSR Stipend Workflow**.

If you cannot access the Recurring Student NSR Stipend Workflow, please email stipends@tulane.edu for access.

For comprehensive information on Non-Service Stipends, please visit <https://studentaccounts.tulane.edu/non-service-stipend-guide-departments>

For questions, please contact stipends@tulane.edu or Mike Pilman at mpilman1@tulane.edu, (504) 314-2305.

Step-by-Step:

Navigate to the Student Accounts Page to complete the form.

[Non-Service Stipend Guide for Departments | Accounts Receivable](#)

Click Submit Request.



Submit Request

Enter the student ID.

Tulane ID *

Search

The student must be eligible to enroll in Banner for the semester of the request

The student must be registered in order to receive the payout



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Click the magnifying glass.



Student name, email, level, program and citizenship will autopopulate.

Student First Name	Student Last Name	
<input type="text"/>	<input type="text"/>	
Student Tulane Email		
<input type="text"/>		
Student Level	Primary Program	Citizenship
<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the funding source for the NSR.

Funding Source *

Search (min. 3 characters)

Enter any part of the project number

If the project is not listed, contact stipends@tulane.edu to have the project reviewed and added

Select the appropriate aid year.

Aid Year *

2025 - 2026

2025 - 2026

2026 - 2027

The aid year starts in the Fall semester



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Check the box next to each semester for which you are awarding a Non-Service Stipend, and then enter the corresponding payment amount for each semester.

<input type="checkbox"/> Summer 2025 <small>2 monthly disbursements: June - July</small>	\$ 0.00
<input type="checkbox"/> Fall 2025 <small>5 monthly disbursements: August - December</small>	\$ 0.00
<input type="checkbox"/> Spring 2026 <small>5 monthly disbursements: January - May</small>	\$ 0.00
<input type="checkbox"/> Summer 2026 <small>2 monthly disbursements: June - July</small>	\$ 0.00

For example, if awarding a \$12,000 stipend to be paid in 10-monthly installments (\$1,200/month; August - May), enter \$6,000 for Fall and \$6,000 for Spring

For example, if awarding a \$12,000 stipend to be paid in 12-monthly installments (\$1,000/month; August - July), enter \$5,000 Fall, \$5,000 Spring, \$2,000 Summer.

Click Submit.

Submit

Important note: Some stipend funding has historically paid a student during a summer period in which they do not register for class(es). As these stipends will be processed through students' financial aid records, they must be registered for class(es) for a semester -based disbursement to occur.