

SECTION: 5.0 STUDENTS

SUBJECT: STUDENT GIFTS AND GIFT CARDS

Title: Student Gifts and Gift Cards

Background: Title IV Regulations and International Tax Code require that any monetary or non-monetary gifts provided to students by Lewis-Clark State College (LC State) or its affiliates must be reported to Student Financial Services.

Point of Contact: Student Financial Services, Human Resource Services, Controller's Office

Other LC State offices directly involved with implementation of this policy or significantly affected by the policy: Student Financial Services, Controller's Office, Human Resource Services, and Division Offices.

Date of approval by LC State authority: September 2018

Date of State Board Approval: N/A

Date of Most Recent Review: April 2025

Summary of Major Changes incorporated in this revision to the policy: Updated policy language.

PURPOSE

To account for gifts, gift cards, and other assistance given to, or won by, students.

POLICY

Any monetary gifts, including gift cards, provided to domestic students by LC State or its affiliates (e.g., the LC State Foundation or Alumni Association) may be considered financial assistance and, under Title IV regulations, must be reported to the Financial Aid Office. Non-monetary gifts or prizes may be subject to taxation.

PROCEDURES

1. Domestic Students

- A. Qualifying gifts given during the academic year may impact student financial aid and, in some cases, could result in students getting reduced loan eligibility. College departments or affiliates are encouraged to check with Student Financial Services ahead of time to determine whether a specific gift needs to be reported and to assess the potential impact on the student's financial aid award.
- B. All non-monetary gifts purchased with college funds provided to, or won by, students must be reported to Student Financial Services within two (2) working days of presenting the gift. Student Financial Services will notify the Controller's Office of necessary taxes.
- C. De minimis gifts are excluded under Internal Revenue Code section 132(a)(4).

An essential element of a de minimis gift is that it is occasional or unusual in frequency. It also must not be a form of disguised compensation.

In addition, if a gift is too large to be considered de minimis, the entire value of the gift is taxable to the student. Items with a value exceeding one hundred dollars (\$100) could not be considered de minimis, under any circumstances.

2. International Students

Any gift, regardless of value, provided to international students must be reported to Student Financial Services to assess the appropriate tax, as referenced in Policy 4.128. T-shirts and college apparel are excluded from this policy.

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Any funds considered wages (irregular help and JOB work-study funds) that are non-need based are excluded.

Reporting Matrix

Award	Reportable/ Taxable	Description
Cash	Yes	<ul style="list-style-type: none">• Any Amount• Domestic Students• International Students
Cash Equivalent (including gift cards & gift certificates)	Yes	<ul style="list-style-type: none">• Any Amount• Domestic Students• International Students
De Minimis (Domestic student)	No	<ul style="list-style-type: none">• Gifts or tangible personal property less than \$100
De Minimis (International Student)	Yes	<ul style="list-style-type: none">• International Students
Student Achievement Award/Recognition	Yes	<ul style="list-style-type: none">• All awards regardless of type are taxable

***All notifications are to be provided to Student Account Services.