

Departmental Scholarship Disbursement Authorization Form

Summer 2, 2025 to Summer 1, 2026

Student Financial Aid – Western Michigan University



Student Financial Aid

Submission of this form by the department contact listed serves as verification that you have read and understand the Western Michigan University Undergraduate Scholarship Awarding Policy, located at <https://wmich.edu/finaid/financial-literacy/resources/faculty-staff#undergrad-scholarship-guide> and that all students receiving a scholarship meet all specified criteria. When complete, please email as a PDF to finaid-scholarship@wmich.edu.

Scholarship Name	
Grant or Non-Grant Funded	
Fund Code	
Scholarship Account Fund ID	
Department Cost Center	
Account	
Grant Authorization by	

Please note, grant funded awards (funds 25-30) must be authorized by Grants and Contracts prior to sending to Financial Aid.

Student Name	WIN	Sum 2, 2025	Fall 2025	Spring 2026	Sum 1, 2026	Date sent to Fin. Aid	Comments

Please fill in award amounts for the appropriate semester or session for each student.

Name of Department contact submitting award	
Date	
Department name and phone	