

Departmental Scholarship Disbursement Authorization Form

Summer 2, 2026 to Summer 1, 2027

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, 2026	Fall 2026	Spring 2027	Sum 1, 2027	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	