WMU Undergraduate Scholarship Awarding Policy  
(Version 6, August 4, 2014)

The purpose of this policy is to clearly communicate financial aid awards to students and to coordinate these awards with the requirements of federal aid programs, which require that all sources of funding be taken into account in determining federal aid eligibility. This policy is also needed for WMU to be competitive with other universities, most of which follow similar policies, according to Western’s enrollment management consultants.

In January 2013, this policy was established such that all undergraduate WMU scholarships, grants, prizes, and assistantships (awards) are made in accordance with the following guidelines.

1. All awards for entering undergraduate students must be made and communicated to the Financial Aid Office by March 1 for the upcoming academic year.

2. Awards for returning undergraduate students must be made by May 1 for the upcoming academic year.

3. Award deadlines for new and returning graduate students will be set in consultation with the graduate college and the academic deans.

4. Awards to be made after the established deadlines must be communicated to the Office of the Provost with an explanation of why they are late, and why the awards should not be deferred until the next academic year. The Financial Aid Office will only accept awards from the Office of the Provost after the award deadline. This communication should go to the Associate Provost for Enrollment Management.

5. Units and colleges must notify the Financial Aid Office of all awards using the practice currently in place, by e-mail and listing on a spreadsheet the fund & cost center, the amount of the award by semester, and the name and WIN of the student.

6. Awards are to be made for the upcoming academic year, and not on a semester-by-semester basis.

7. The Financial Aid Office will coordinate all awards with other sources of funding including other scholarships, remission, or need based awards the student is eligible to receive. Awards, including student loans, may be restricted by federal law or donor limitations.

8. Colleges and units are responsible for assuring that any requirements stated in the DOI (Declaration of Intent) are met.

9. Effective Summer 2014, departments that communicate awards after the March 1 and May 1 deadlines will be assessed a late processing fee, at the discretion of the Associate Provost for Enrollment Management.

Questions should be directed to the Associate Provost for Enrollment Management or the Director of Financial Aid.