

WMU Undergraduate Scholarship Awarding Policy (Version 7, August 2016)

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 December 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 Fall 2016, departments that communicate awards after the December 1 and May 1 deadlines will be assessed a late processing fee, at the discretion of the Associate Provost for Enrollment Management. The department is responsible for paying that late fee, not the students.

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

Initially reviewed by Provost's Council, December 2012 and by President's Senior Leadership Team January 2013. Revised and approved by Provost's Council, June 2013. Revised and approved by Provost's Council, July 2014. Non-approval-needed text changes made August 2014

Undergraduate Scholarship Policy Addendum: FAQ & Exceptions

When the University Scholarship Policy was enacted in January 2013, several populations were excluded or made exempt. They include:

- International students
- Graduate students
- Students receiving EUP scholarships
- Late new FTIAC admits (after December 1)
- Incoming students receiving scholarships funded by Differential Tuition when a scholarship is being re-awarded
- New students entering the Spring and Summer terms
- Presidential Scholars
- When differential tuition is used to facilitate enrollment
- Students receiving study abroad scholarships
- DOI/Gift agreements that cannot be changed
- Seita Scholarships for incoming students
- Scholarships funded by grants (i.e. TRIO, CAMP)
- KVCC Police Academy scholarships
- Scholarships given by national organizations with deadlines beyond our control (i.e. AMBUCs)
- Art exhibition awards
- Mentor incentive awards
- Emergency Funds for Students
- College of DuPage Honors Program Scholarship (per agreement)

These exemptions listed above do NOT need to be approved by the Office of Enrollment Management. They can be automatically awarded by the Office of Financial Aid using the current procedures.

Scholarships That Cannot Be Approved/Posted/Disbursed

- Students who have already graduated (only exception: Presidential Scholars)
- For a semester that has already concluded.

Awards for Graduating Students

Students who are receiving a scholarship or financial award in their last semester are exempt (with no late fee applied) if the following criteria are met:

1. The award decision is made during the student's final semester.
2. The Financial Aid Office is notified no later than one month before the end of the semester.

Federal Financial Aid Compliance

- All money given to students needs to be reported to the Office of Financial Aid.
- All money/gifts/prizes awarded to a student may impact a student's eligibility for federal financial aid.

Required Disclaimer Statement in All Offer Letters

This award may impact other financial aid you have already been offered. The Office of Financial Aid will determine if any adjustments are required and will notify you accordingly.

Deadlines

When the December 1 or May 1 deadlines fall on a weekend, the deadline will move to the first Monday following December 1 or May 1. When the Spring semester ends after the May 1 deadline, then the May 1 deadline moves one week later to May 8.