

Visit <http://binp.cc.wmich.edu:9090/> and select "BPROD Workflow (Workflow SSO)"

If you do not have access to Workflow, email [oit-workflow@wmich.edu](mailto:oit-workflow@wmich.edu) to request access.

Once signed into workflow, please do as follows:

1. Click on "My processes" (under User Profile on the left)
2. Click on "WMU Fund Code Request-XXXX"
3. Enter the name of your scholarship next to "Workflow specifics name". Must be 25 characters or less. This will be how the scholarship is shown on the students WMU account.
4. Click "Start Workflow"
5. Click "Worklist" (under Home on the left)
6. Click on the workflow request you just started.
7. At this point you will be guided by instructions on the form (see screen shot below), only complete the required fields (noted by \*) and follow instructions in red.

Please allow up to 5 business days for the Workflow request to be processed and for a new fund code to be assigned to that scholarship.

Once the fund code is established, you can submit a "Departmental Scholarship Disbursement Authorization Form" to [finaid-scholarship@wmich.edu](mailto:finaid-scholarship@wmich.edu) to request the scholarship be applied to the students account.

If you have any questions concerning this process, please contact Nicole Martinez at [nicole.martinez@wmich.edu](mailto:nicole.martinez@wmich.edu).

**Worklist**

## New Financial Aid Fund Code Request Form

Hide Menu Log off Help

Instructions: **Enter Program Name that should appear on students' financial aid award letter (25 character maximum):**

\* Program Name:

\* Contact number:

\* Type of Request

New fund code  Revision to existing fund code

Instructions: **Enter the GL combo code.**

\* Fund:

\* Department:

\* **This fund code will be used to disburse the following:**

- Graduate appointments
- Financial Aid other than graduate appointments
- Both (If you select "Both" you may be asked to create a second fund code for this program. Please contact the Graduate Assistant Coordinator in the Graduate College, 7-8212.)

\* **Please check ONE of the following.**  (A) This fund code will pay ANY amount you award to the student, provided they meet your minimum enrollment requirement, and funds are available.

(B) This fund code will ONLY pay specific tuition charges, that appear on the student's account.

Instructions: **If you selected Option B, you must also select which of the following tuition types may be paid using this fund code:**

Tuition Upper Level Non Res  n/a  
(TUNR)

Tuition Upper Level Res  n/a  
(TULR)

Tuition Lower Level Non Res  n/a  
(TLNR)

Tuition Lower Level Res (TLLR)  n/a

Tuition Grad Non Res (TGNR)  n/a

Tuition Grad NR - UG Rate (TGUN)  n/a

Tuition Grad - UG Rate (TGUR)  n/a

Tuition Grad Res (TGDR)  n/a

Tuition UG Regional Site (TEUG)  n/a

Tuition Grad Regional Site (TEGR)  n/a

Tuition Online Undergrad (TDEU)  n/a

Tuition Online Graduate (TDEG)  n/a

Tuition Open Learning UG (TOLU)  n/a

Tuition Open Learning GR (TOLG)  n/a

Instructions:: **Select College of Fine Arts differential tuition types, if applicable.**

CFA Tuition Lower Level Res (TFLR)  n/a

CFA Tuition Upper Level Res (TFUR)  n/a

CFA Tuition Lower Level Non Res (TFLN)  n/a

CFA Tuition Upper Level Non Res (TFUN)  n/a

CFA Tuition Grad - UG Rate Res (TFGU)  n/a

CFA Tuition Grad - UG Rate Non Res (TFGN)  n/a

CFA Tuition EUP (TFEU)  n/a

CFA Tuition Distance Ed (TFDU)  n/a

CFA Tuition Open Learning (TFOU)  n/a

Instructions: **Select Haworth College of Business differential tuition types, if applicable.**

HCOB Tuition Upper Level Res (TBUR)  n/a

HCOB Tuition Upper Level Non Res (TBUN)  n/a

HCOB Tuition Grad - UG Rate Res (TBGU)  n/a

HCOB Tuition Grad - UG Rate Non Res (TBGN)  n/a

HCOB Tuition EUP (TBEU)  n/a

HCOB Tuition Distance Ed (TBDU)  n/a

HCOB Tuition Open Learning (TBOU)  n/a

Instructions: **Enter the annual budget established for this program. If an official budget is not established please estimate the total expenditures you expect to make annually from this fund.**

\* Annual Budget

\$1,000     \$15,000     \$50,000     Other  
 \$5,000     \$20,000     \$75,000  
 \$10,000     \$25,000     \$100,000

**If 'Other' is selected, please enter your annual budget for this fund in whole dollars.**

Other Budget:

Instructions: **Enter the maximum amount you intend to award per student, per year from this fund.**

\* Maximum Award:

Instructions: **Select the minimum enrollment level required for disbursement of this fund.**

\* **Enrollment Level**  Full-time  
 3/4 time  
 1/2 time  
 <1/2 time

Instructions: **Select the term and year in which the first award from this program will be made.**

\* **Effective Term**  Fall

Spring

Summer I

Summer II

\* Effective Year:

[Top](#)

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