

July 21, 1998

MEMORANDUM

TO: Financial Aid Directors

FROM: William R. Strickland
Director, Student Development Services

SUBJECT: **SCHOLARSHIP ALLOCATIONS**

Enclosed are the 1998-1999 scholarship allocations for the North Carolina Community College System subject to approval by the State Board of Community Colleges.

Also included is a revised copy of the Eligibility Criteria and Guidelines for Scholarship Administration. Your attention is called to the necessity for informing our office in a timely manner of the recipient's names and other pertinent information.

Please remember that **Wachovia Technical Scholarships** are administered in a different manner from others. Since checks are written directly by Wachovia, and the bank will write checks only when all recipients have been identified, it is essential that you **notify us of your recipients as soon as possible**. Failure to do so will cause an unreasonable delay in students receiving their scholarship funds. If an alternate recipient is chosen for the Wachovia Scholarship, notification must be received no later than January 31. Failure to meet this deadline could result in a student's not receiving funding.

Included in this mailing are copies of the following:

- Fall Semester Reimbursement Request
- Spring Semester Reimbursement Request
- Progress Report on Scholarship Recipients

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Paper Copy

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The first two forms are to be used when requesting that scholarship funds be transferred to the college by the NCCCS office. The progress report is an end-of-year report. It is suggested that you establish a system at the beginning of the academic year that will enable you to collect the data for this report. **If you choose to submit reimbursement requests and progress reports electronically, please use the same format as the printed forms.**

If you have questions regarding these materials or the scholarship programs, please call me at 919-733-7051.

Thank you for your cooperation. Best wishes for a successful and rewarding year!

WRS:fs

Enclosures

pc: Dr. Elizabeth Johns
Presidents
Deans of Students
Business Officers