



# MEMORANDUM

**DATE:** April 16, 2004

**TO:** Directors of Financial Aid

**FROM:** Wanda White, Director  
Student Development Services

**SUBJECT:** Available Targeted Assistance and  
Less Than Full Time Grant Funds

A recent review of fund balances in the Targeted Assistance and Less Than Full Time Funds indicate that there are available funds in each program. Available funds in the Targeted Assistance Program total \$23,564. The available funds in the Less than Full Time Grant Fund totals \$12,243. These funds will be reallocated to schools based upon first come, first serve need basis.

If you wish to be considered for additional funds from these programs, please complete the attached form and return it to me by Wednesday, April 23, 2004. Completed requests can be sent directly to me by email at [whitew@ncccs.cc.nc.us](mailto:whitew@ncccs.cc.nc.us) or by fax at (919) 807-7173. I will notify you as quickly as possible regarding the status of your request.

If you have questions, please free to contact me at (919) 807-7104.

Attachment

cc: Presidents  
Dr. Delores A. Parker  
Mr. Ken Whitehurst  
Student Development Administrators

CC04 – 082  
Email

**REQUEST FOR ADDITIONAL FUNDS**

**Targeted Assistance Funds** \_\_\_\_\_

Requested Amount \_\_\_\_\_

Number of Students \_\_\_\_\_

**Less Than Full Time Funds** \_\_\_\_\_

Requested Amount \_\_\_\_\_

Number of Students \_\_\_\_\_

Name of College \_\_\_\_\_

Director of Financial Aid \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Date Request Made \_\_\_\_\_

Please fax to: (919) 807-7173



For Office Use Only

Amount Approved \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Wanda C. White, Director  
Student Development Services