



# MEMORANDUM

**DEADLINE: May 28, 2004**

**DATE:** April 16, 2004

**TO:** Vice Presidents/Deans of Student Services  
Directors of Financial Aid

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

**SUBJECT:** Title III Eligibility Waiver

If your institution will apply for the waiver of institutional costs sharing for the Title IV Financial Aid Programs (Federal Supplemental Educational Opportunity Grant, Federal Work-Study and/or Student Support Services Grant Aid), you must complete the application for designation as an "Eligible Institution" by **May 28, 2004**. The application for eligibility is available electronically at <http://webprod.cbmiweb.com/Title3and5/index.html>.

FOR FURTHER INFORMATION CONTACT: Carlos Reeder, Delores Anistead or Ellen Sealey, Institutional Development and Undergraduate Education Service, U.S. Department of Education, 1990 K Street NW, Sixth Floor, Request for Eligibility Designation, Washington, DC 20202-8513. Mr. Reeder's telephone number is (202) 502-7592. Ms. Anistead's telephone number is (202) 219-7060. Ms. Sealey's telephone number is (202) 502-7580. Mr. Reeder, Ms. Anistead and Ms. Sealey may be reached by e-mail at:

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Cc: Presidents  
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