



## MEMORANDUM

Date: March 20, 2012

To: Kristen Zimmerman, Dean, Program Development & Baccalaureate Initiatives

CC: Dr. Erin Harrell, Interim Vice President, Academic Affairs  
Dr. Robert Jones, Interim President, Collier Campus  
Dr. Patricia Land, Charlotte Campus President  
Ms. Debra Kivel, Senior Accountant, Edison State College Foundation

From: Kevin Miller, Sr. Director of Development

RE: Course Substitution Scholarship Funds

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Kristen,

This memo will document that the Edison State College Foundation has reserved \$2,500 to underwrite scholarships for those students who choose to register for a class or classes to replace improperly granted course substitution credits.

As students present themselves to you for this opportunity, please contact the Foundation's Senior Accountant, Debbie Kivel (extension 1091/email [dkivel@edison.edu](mailto:dkivel@edison.edu)), so that she can process the transfer of funds from the Foundation to the student's account. If Debbie should be unreachable feel free to contact me at 3718/ksmiller3@edison.edu.