

## **How to use your AmeriCorps Award at WCC**

You can use your Segal AmeriCorps Education Award to pay for current education expenses. Educational expenses that can be paid include:

- The “Cost of Attendance” (COA) for a degree or certificate-granting program of study. The COA may include tuition, books and supplies, transportation, room and board, and other expenses.
- Educational expenses for non-degree courses, such as continuing education courses or workshops. Educational expenses that can be paid include tuition and fees, books, and supplies as determined by WCC.
- Courses or training programs authorized under the Montgomery G.I. Bill® and Post 9/11 G.I. Bill®. These courses and programs have been approved by the Department of Veterans Affairs for G.I. Bill® educational benefits.

### **Accessing and managing your award**

Accessing and managing your AmeriCorps is done online. To register your account go to <https://my.americorps.gov/mp/login.do> and click on “Register to create a new Member/Alum account.” Then follow the directions to create your account.

To request a payment go into your account in My AmeriCorps. In your home page, under “My Education Award” click on the “Create Education Award Payment Request” link to bring up the screen to request the payment. Follow the instructions and complete the form. When you click “submit” a notice will be sent to WCC, and a record of your request will appear in your account home page. WCC will certify the accuracy of your information and submit it to CNCS for payment.

By law, payments are made directly to Whatcom Community College and not to the individual. Payments for educational expenses must be made in two installments, one at the beginning of the enrollment period you selected and the second at the midpoint of the enrollment period you selected. Whatcom Community College does not provide AmeriCorps Award recipients with matching funds. Students can apply and receive additional financial aid awards, if eligible.

Once WCC receives notification of your AmeriCorps payment request, and you are enrolled in eligible courses, the Financial Aid Office will place a hold

on your tuition for the enrollment period you selected. This will prevent your class schedule from being dropped for non-payment. Remember that your payment is awarded in two installments, the first installment will go towards tuition. The second installment will pay the remainder of your tuition and fees, and any additional funds you requested.

It is recommended to request your payments approximately 2 to 3 weeks before the start of the quarter to allow for adequate processing time. If you have any questions about the AmeriCorps process at Whatcom Community College, please contact the Coordinator for the program, Laurie Comley at [lcomley@whatcom.edu](mailto:lcomley@whatcom.edu).