

## How to request Americorps funds online

1. Fill out a FAFSA (Free Application for Federal Student Aid) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for the correct academic year. At NWFSC, the 2016-2017 year goes from Fall 2016 through Summer 2017. **Use School Code 001510.**
2. This **MUST** be completed to receive an award greater than the cost of tuition and required books. (Unless you have a transcript with a Bachelor's degree posted.)
3. **You may only submit one request per term.**
4. \*\*\*You will be responsible for paying taxes on the amount you receive from your Americorps funding.
5. Go to [www.americorps.gov](http://www.americorps.gov) .
6. On the right, click on My Americorps: Login
7. Click on My Americorps
8. Login with username and password
  - a. OR for new accounts:
    - i. click [Register to create a new Member/Alum account](#)
    - ii. fill in the information requested and use an email account that you can readily access.
    - iii. go to your email account and retrieve the login information
    - iv. go back to [www.americorps.gov](http://www.americorps.gov) and setup username and password
9. Go to Create Education Award Payment Request
10. Choose the institution that you will be attending (search by zip code: 32578 – choose NWF State College)
11. Put in the appropriate term: (fall 2016, summer 2017, etc.)
12. Choose how much of your award you would like to use (you may be able to use more than the cost of tuition and books depending on how many classes you are taking and the results of your FAFSA.)
13. Read the check boxes and click each that you agree to
14. Read the statement
15. Click submit
16. Register for class(es)
17. Send an email to [lastk@nwfsc.edu](mailto:lastk@nwfsc.edu) that you've requested your award

The Financial Aid office will then be able to input your calculated amount into the system and after add/drop, certify the amount allowed. Your Americorps award will be put in the system once you have registered for courses. Be sure your classes are paid for by your payment due date.

Disbursement of funds to the student happens after National Service Trust has sent the full funding amount to NWF State College. Typically, the full amount will be sent to the college about the time Session B begins for the term.

Please call Americorps if you need assistance with their webpage. If you see that any changes are needed to this document, please contact the Financial Aid Office so it can be updated.

Please email or call if you have any other questions.

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