How to request Americorps funds online

1. Fill out a FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov for the correct academic year. At NWFSC, the 2012-2013 year goes from Fall 2012 through Summer 2013. **Use School Code 001510.**
2. This MUST be completed to receive an award greater than the cost of tuition and required books.

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.
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 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 NWFSC)
11. put in term: (fall 2012, summer 2013, 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 four 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 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.

Please call Americorps if you need assistance with their webpage.

Please call me if you have any other questions.
Kristen Last
850-729-4971