

ACCESSING AND USING YOUR EDUCATION AWARD VOUCHER

- ❑ Send in all exit paperwork and wait for end of term e-mail from the *Students in Service* Program.
- ❑ Mark on your calendar 6 weeks from receiving the email, this is the expected arrival of your voucher.
- ❑ Sign up for a PIN and Password at www.americorps.org so you can view the status of your education award. Do this by clicking on the members/alumni link and follow to education award.
- ❑ Confirm all the information on your voucher once you have received it. If it is incorrect call or e-mail The National Service Trust at 1(888) 507-5962 or edawardvoucher@cns.gov
- ❑ Decide whether you want to use your voucher for outstanding qualified student loans or toward the cost of attendance at a Title IV institution.
- ❑ Make copies of your blank voucher for each institution or lender. You will need to send a separate voucher to each lender or institution.
- ❑ Look at sample voucher - Fill out starred sections of Section A (top portion only!).
 - a. Write the lender or institution at the bottom of the corresponding voucher.
 - b. Decide how much of your education award you want to send to the institution written on the bottom of your voucher (remember you do not have to use all of your education award at once).
 - c. Write the amount in the space indicated.
- ❑ Decide if you want your education award to go toward your principle balance (the amount of your loan) or to pay off the accumulated interest.
- ❑ Decide if you want to apply your education award toward advance payments or if you would like to continue to make monthly payments (if you decide to make monthly payments your interest will accumulate on a smaller amount of the principle).

Write a letter to your lending institution (see sample letter).

 - a. Include whether you want your education award to go toward the principle or interest.
 - b. Include whether you want your education award applied to advance payments or continue to make monthly payments.
- ❑ Make copies of your letters and completed vouchers and keep for your records.

Send letter and voucher to your lending institution, i.e. Direct Loan Services, Your University, etc. using the CORRESPONDENCE ADDRESS not the payment address.
- ❑ Call your lender or institution in 2 weeks to confirm they have received your letter (mark on calendar).
- ❑ Mark on calendar 6 weeks from receiving confirmation from your lending institution, within 6 weeks your voucher should be approved by The National Service Trust.
- ❑ Check online to review status of you award.
- ❑ Once The National Service Trust has approved your request, they will send back a revised voucher form, indicating your remaining balance.

If you have any questions about your award or you have not received your voucher within six weeks, call or email The National Service Trust at 1 (888) 507-5962 or edawardvoucher@cns.gov