

**Guidelines & Uses for the Segal Education Award Information for  
Loan Holders, Title IV Educational Institutions, & GI Bill Approved Programs**

The Voucher & Payment Request Form verifies that the member named has earned an education award under the National & Community Service Trust Act of 1990. By law, the award can be used to:

- 1) Repay qualified student loans
- 2) Pay the current cost of attending a qualified institution (see below) or a VA Approved Program.

To receive payment, the member must either submit a payment request online or complete and sign Section A of the paper form. This authorizes us to take funds from the member's account. There is also a printed version of the online payment request where the member's signature is stored electronically. Note that each payment request includes the member's authorization to disclose account information to the National Service Trust. The loan holder or educational institution certifies the payment is for a qualified loan or approved educational expenses at a qualified institution. Please state the full address where the EFT payment or paper check should be sent. Mail the paper voucher to the Trust at the address on the voucher or fax to 202-606-3484.

Within four weeks of the Trust receiving a properly completed voucher, the US Treasury will send a payment to the institution. The payment will contain the member's name and SSN, as well as a statement identifying the payment as an education award. We encourage payment via EFT accounts. Please contact the Trust for details. A new payment request is required for each payment; please do not reuse vouchers already submitted for payment. Duplicates of faxed vouchers should NOT also be forwarded by mail.

IF THE PAYMENT IS FOR A QUALIFIED STUDENT LOAN, we have informed the member that loan payments generally are applied first to outstanding interest, then principal. If the member wishes the payment to be applied differently, he or she must contact you directly. The National & Community Service Act states that payments are to be applied in accordance with the member's decision; therefore, unless you are otherwise prohibited from doing so, you are required to apply this payment in accordance with the member's decision.

Examples of qualified student loans: Stafford, Perkins, Federal Direct, Federal Consolidated, Supplemental Loans for Students, GRAD Plus, Public Health Service, and loans made directly to students by a state agency (including state agencies of higher education). Parental PLUS Loans are not qualified. See the voucher for definitions.

IF THE PAYMENT IS FOR EXPENSES TO ATTEND A QUALIFIED EDUCATIONAL INSTITUTION, the award can be used for more than tuition and books. It is intended for any items included in the Dept. of Education's "Cost of Attendance" not already covered by other sources of financial assistance, or as defined by the Dept. of Veteran Affairs. Veteran's benefits may not be included in the COA calculation for AmeriCorps payments. As with other federal student assistance, you may pass on to the student certain allowances that are included in the "cost of attendance". It may also be used to pay educational expenses (tuition, books, and fees, for example) for courses offered by a qualified institution even if those courses are not

a part of a degree or certificate program. "Current" means expenses incurred during and after the member's term of service.

Payments greater than \$10.00 are made in two equal installments, at the beginning and at the midpoint of the enrollment period covered in the request, unless that period is in the past. Please do not simply restate the member's award balance amount unless it is the actual "cost of attendance" amount for the requested period. And please consolidate small payment amounts, where possible.

QUALIFIED INSTITUTIONS ARE: institutions that have in effect a Title IV Program Participation Agreement with the US Dept. of Education ("Title IV" schools), and institutions eligible to receive GI Bill educational benefits (but payments to VA Approved programs may be limited by members' end of service dates or by veteran status).

The education award may be considered by financial aid offices in determining eligibility for certain types of federal student aid. If you have questions as to the appropriate treatment of the educational award in determining the student's financial aid package, you should contact your regional US Dept. of Education office or your regional Institutional Accrediting Association.

If the student withdraws or otherwise fails to complete the period of enrollment for which this assistance is provided and is entitled to a refund, the amount of the refund shall be determined under the fair and equitable refund policies required by the US Dept. of Education, or the US Dept. of Veterans Affairs, as appropriate. Such refunds shall be paid to the National Service Trust.

Please call our toll-free number, 1 800 942 2677, for questions on an education award payment, interest payment, or forbearance request, or visit <https://americorps.gov/members-volunteers/segal-amicorps-education-award>. And visit our website at <https://americorps.gov> to learn how to process payments to your institution online. It is fast, efficient, and convenient for you to use.