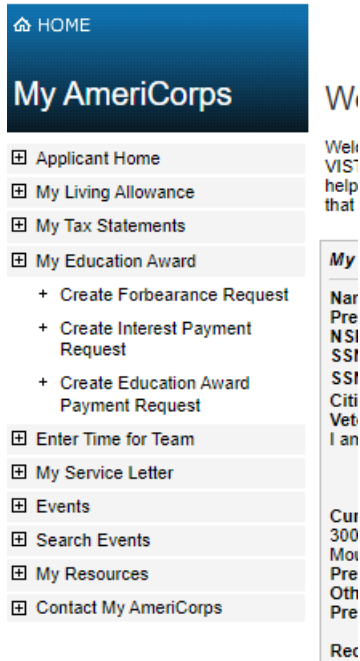


How to use your Education Award:

Reminder: Education awards expire after 7 years. They can be used to pay back federal student loans or pay for higher education at an accredited institution. Washington service Corps does not manage or dispense Education awards. For questions on their use, extending their time frames or what they can be used for please call the AmeriCorps hotline: 1-800-942-2677

Step 1: Log in to your [myAmeriCorps](#) Portal log in

Step 2: On the left hand side choose the education award option



Step 3: Press Create Education Award Payment Request

At this point you should be able to see your balance and your current information.

Step 4: Choose Payment type and amount

A screenshot of the payment request form. It displays the following information: 'AmeriCorps Service Date: 01/03/2018', 'Available Balance: \$1,200.00', '\* Payment Type: [dropdown menu] ?' (where the dropdown menu is currently empty), and '\* Amount Authorized: [input field] ?' (where the input field is currently empty).

Step 5: Find your institution. This can be your loan servicer or your actual academic institution. You will want to verify it is the correct one. For example, often loan servicers have multiple locations make sure you are choosing the one on your loan statement.

**Institution Information** ([Search for Institutions](#)) ?

Please select an institution to send this request to by clicking the "Search Institutions" link above.

## Institution Search: Results

Below is a list matching the criteria you entered. Please select an institution from the list below by clicking on its name. If you cannot find your institution, either search again or choose "not found".

Results 1 Through 5


Your search returned 5 results.

Name	Street Address	City	State	Zip	Foreign Country	Title IV Eligible	VA Approved
University of Washington	Student Fiscal Services	Seattle	WA	98195		Yes	No
University of Washington	UW Botanic Gardens	Seattle	WA	98105		Yes	No
University of Washington - Ed Outreach	Finance	Seattle	WA	98145		Yes	No
University of Washington - Friday Harbor	Friday Harbor Laboratories	Friday Harbor	WA	98250		Yes	No
University of Washington Tacoma	Professional Development Center - UWT	Tacoma	WA	98402		Yes	No

[search again](#) [not found](#)

trst-002

Step 6: Authorize and certify your release and submit.

**Certify and Submit** 

I authorize the amount indicated above to be paid to the loan holder or educational institution named above.

I certify that I have not been convicted, since the completion of my term of service or receipt of my transferred award amount, of the possession or sale of a controlled substance. (If you are unable to make this certification please contact the help desk at 1-800-942-2677 to find out what you must do to be eligible to use your award.)

I authorize the release of any loan information to the National Service Trust.

I certify that I am a U.S. Citizen, National or Lawful Permanent Resident Alien.

I certify that all of the information I have provided is true and correct. I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C.; exclusion from participation in Federal programs; forfeiture of benefits I may receive as a result of my enrollment; or other actions authorized by the Civil Fraud Remedies Act, 31 U.S.C. 3801-3802

If you are unable to make these certifications, please contact the help desk at 1-800-942-2677 and we will inform you of what you must do to be eligible to use the award.

**Please click submit button ONCE. Do not click back button or refresh your browser.**

[cancel](#) [submit](#)

This process can take some time to go through so make sure you give yourself extra time and don't try to submit the payment the night before it is due.

For more in depth questions or to speak with AmeriCorps please call their helpline at: 1-800-942-2677