



Truckee Meadows Community College

Financial Aid, Scholarships and Student Employment

AMERICORPS VOUCHER AND PAYMENT REQUEST

You have earned benefits for service in one of the AmeriCorps programs. You can use this benefit to pay current tuition charges or to pay a previous loan balance. The AmeriCorps Voucher and Payment Request form can be done electronically at <http://my.AmeriCorps.gov> or you can submit a paper request to the TMCC financial aid, scholarships and student employment office, <http://financialaid.tmcc.edu>. A new request must be made each semester and for any increase within the semester. You must be enrolled to utilize these benefits and have the voucher.

Step 1: Enroll in classes at TMCC, <http://stepstoenroll.tmcc.edu>.

Step 2: Complete the AmeriCorps Voucher and Payment Request form either online at <http://my.AmeriCorps.gov> or on paper.

Step 3: Complete the AmeriCorps Voucher and Payment Request Data form and return it to the TMCC Financial Aid, Scholarships and Student Employment Office at 7000 Dandini Blvd., Red Mountain Building, room 315, Reno, NV 89512-3999. Faxes are accepted at 775-674-7566. For directions, visit <http://locations.tmcc.edu>.

A TMCC financial aid staff is notified via e-mail when the voucher is ready to be certified. Once it is certified online by TMCC, the money will be sent electronically to TMCC. Paper vouchers must be completely in the TMCC financial aid, scholarships and student employment office at the above listed address. The electronic voucher is faster and can be used by any AmeriCorps member.

A copy of the AmeriCorps Voucher and Payment Request form is given to the TMCC controller's office, <http://www.tmcc.edu/controller>, which defers the tuition until the payment arrives. Books and supplies are the responsibility of the student. The Corporation for National Service processes the AmeriCorps Voucher and Payment Request form and sends the money to TMCC electronically or paper check if the voucher is submitted in paper for the authorized amount to the TMCC controller's office. This processing period takes two to four weeks if submitted electronically.

When the TMCC controller's office receives the AmeriCorps funds the tuition is paid and a check is issued to the student from any residual amount.

- The Voucher and Payment Request form should be submitted online by the member. The paper AmeriCorps Voucher and Payment Request form is received from the Corporation for National Service not the TMCC financial aid office.
- The AmeriCorps funds come in two disbursements: one half at the beginning of the semester and one half at midpoint of the semester, depending on when the AmeriCorps Voucher and Payment Request form is submitted.
- The AmeriCorps Voucher and Payment Request Form cannot be submitted to the bookstore to pay for books or supplies.

For questions regarding the completion of the AmeriCorps Voucher and Payment Request Form, contact John Gottardy, TMCC director of financial aid at 775-673-7072. For any questions about the disbursement of AmeriCorps, please call Mike Novosel in the TMCC controller's office at 775-673-7155.

Applicant/Student Information			
Name:			
Local Telephone:	-	-	Student ID #:
E-mail:			
Semester:	___ Fall	___ Spring	___ Summer
	Living Status:		___ Off-Campus
			___ With Parents
Number of Credits:			Year:

For Office Use Only:
Amount on Voucher: _____
Minimum enrollment to be able to receive the amount requested: _____