AmeriCorps Award Request for Expenses Instructions

1. Read all the information below:
   
   To be eligible:
   - Be admitted to Honolulu Community College.
   - Be registered for courses.

   Policies:
   - The AmeriCorps award amount requested cannot exceed your cost of attendance. The cost of attendance is determined by your enrollment level and living situation. School related expenses include tuition, fees, books, supplies, meals, housing, personal expenses and transportation.
   - Your AmeriCorps award must first be applied to unpaid tuition charges. Any remaining funds will be credited to you.
   - AmeriCorps award requests for loans must be made directly to the loan server. Our office does not process AmeriCorps award requests for loan repayments.
   - AmeriCorps award requests for outstanding balances within the UH System can only be approved if your “Term of Service” began on or before the obligation was incurred.
   - AmeriCorps awards will be disbursed in two equal installments, one in the beginning of the semester and one in the middle of the semester.

   Responsibilities:
   - If you plan to use your AmeriCorps educational award to purchase your books and supplies, you must attach a quote from the Honolulu Community College Bookstore reflecting the items needed and their costs.
   - If you have already paid for the books and supplies, you must attach the receipt reflecting the items purchased and their costs.

2. Contact AmeriCorps to request the amount from your Education Award.

3. Submit the AmeriCorps Award Request for Expenses form along with all other necessary documents needed for your AmeriCorps request.

4. A Financial Aid Officer will review your AmeriCorps Award Request for Expenses and you will be notified once a determination is made.
AmeriCorps Award Request for Expenses

Student’s Last Name, First, MI

AmeriCorps Term of Service: ________________

AmeriCorps Award Request Amount: ____________

Student ID Number

School Semester: ________________
(e.g. Fall 2016)

Phone Number: ________________

Statement of Expenses and Costs associated with my AmeriCorps Educational Award:
Please review my request for my AmeriCorps award to be used for the following expenses and costs associated with my education at Honolulu Community College:

<table>
<thead>
<tr>
<th>Term</th>
<th>Item</th>
<th>Cost</th>
<th>Needed for (check the appropriate box):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tuition &amp; Fees</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Books &amp; Supplies</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Living Expenses</td>
</tr>
</tbody>
</table>

**ie. Fall 2016**

ENG 100 Textbook $119 ✔

I certify that the above information is true to the best of my knowledge and will use my AmeriCorps educational award for the items listed above. I have also attached all needed additional documents along with this form. Furthermore, I acknowledge the policies and responsibilities as stated on the other side of this form.

______________________________
Student Signature

____________________
Date

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FOR FINANCIAL AID OFFICE USE ONLY

Certified by: ________________________________

Date: ______________________

Comments: __________________________________________

________________________________________________________________________

________________________________________________________________________