

Mesa Community College AmeriCorps Award Guidelines

2012-2013



The Maricopa Community College District is an EEO/AA Institution

Awarding Overview

1. Student submits the payment request by completing the “Education Award - Education Expenses” online at my.americorps.gov.
 - a. Student must complete the amount requested (amount shall not exceed the cost of tuition, fees and books/supplies) for the term they are enrolled in.
 - b. A payment request must be submitted for each semester.
2. Mesa Community College’s Scholarship member will complete the authorization online within 48-72 hours (2-3 business days).
 - a. Completed authorization form is printed and filed in pending AmeriCorps file until funds are received.
 - b. Student’s file is noted in the Student Information System that a payment request for AmeriCorps has been received, and whether it was approved or denied. If the request was denied additional notes regarding the reason for the denial are added.
 - c. Add “other resource” to student’s “Assign Award to Student” to act as a place holder for funds until they are sent to MCC.
 - d. A deferment may be made only until the first day of classes. Otherwise, the student needs to make arrangement for tuition. The student may register for the payment plan or pay in full.
3. Mesa Community College receives the AmeriCorps funds via Electronic Funds Transfer (EFT).
 - a. MCCC District office notifies the Scholarship Coordinator of any EFT via email.
 - b. With the AmeriCorps online request process Electronic Funds Transfers are received by the District within 8-10 business days (Amount of time may vary for the .
 - c. The AmeriCorps award is posted to the student’s account as long as the student is enrolled and in the correct number of credit hours based on the award amount.
 - d. The student is sent an email notification of the award as long as the student has provided a valid email address.
 - e. The student’s AmeriCorps file is completed and sent to archive (Fortis).

AmeriCorps Award Payment Criteria

1. The student must be enrolled for the term they are applying for.
2. Payment request is only approved for tuition, fees, and books/supplies.

The total of the request may include the total cost of tuition and fees plus the actual cost of books (or the maximum amount allowed for books based on the enrollment status).

| Enrollment Status | Maximum amount to request for tuition and fees | Maximum amount to request for books/supplies based on Enrollment |
|-------------------------|--|--|
| 12 credit hours or more | Actual cost of tuition | \$ 600.00 or actual cost of books with receipt |
| 9-11 credit hours | Actual cost of tuition | \$ 450.00 or actual cost of books with receipt |
| 6-8 credit hours | Actual cost of tuition | \$ 300.00 or actual cost of books with receipt |
| 1-5 credit hours | Actual cost of tuition | \$ 150.00 or actual cost of books with receipt |

3. The student may receive a book voucher for books/supplies for the term they are applying if:
 - a. The AmeriCorps payment request has been approved by MCC and the funds have not been posted to the student's account.
 - b. Their tuition has been paid for or they are registered in the payment plan.
4. AmeriCorps awards may be used to cover a computer but must meet the following criteria:
 - a. Student must be enrolled in at least 6 credit hours in order for the Cost of Attendance to cover miscellaneous expenses.
 - b. Student must pay for the computer out of pocket then submit the purchase receipt to the financial aid office with an intention to receive reimbursement.
5. Student must submit an AmeriCorps payment request each semester.
 - a. Summer I and II are considered one semester.
 - b. Winter Inter-session is considered part of the Spring semester.

Additional Notes

- AmeriCorps gives each school the ability to process the vouchers in accordance to the guidelines given by the National Service Trust.
- MCC chooses to award AmeriCorps funds for educational expenses only.
- Students' tuition payment may only be deferred with a valid AmeriCorps payment request on file with MCC. NOTE: Verbal requests, award letters, and Interest Accrual Forms will not be accepted.
- AmeriCorps can not be used for past semesters that have already ended.
- If a student reduces their course load during the awarding process, fund may be returned to AmeriCorps if the award exceeds the total cost of tuition, fees and books/supplies (cost of attendance). For example, a student is enrolled for fulltime and requests \$800.00. The student drops (rosters) down to 3 credit hours, then the student can not have the refund if it exceeds the cost of attendance (cost of tuition, fees, books/supplies).
- Refunds:
 - o The student may receive a refund if classes were dropped with a "W, Y, Z, I or F".
 - o If it is determined that the student can not have a refund for the current term, the student may request the funds for the following semester as long as they enroll the following semester.
- MCC AmeriCorps Coordinator is located in the Service Learning Office and they can be reached at (480) 461-7393.