

AmeriCorps Instructions for PCC Students

AmeriCorps Student Hotline: 1-888-507-5962

New Users – Register New Member/Alum Account

Students must request funds via AmeriCorps online process, <https://my.americorps.gov/mp/login.do>

- New members need to [Register to create a new Member/Alum account](#)
- Allow 24 hours for your account to be activated.

How to Request Funds for Tuition and Books

1. Complete your PCC registration and confirm your AmeriCorps Member account is set up.
2. Go to <https://my.americorps.gov/mp/login.do> to request your funds. Be sure to specify which term the funds are for.
3. After your request is submitted, the financial aid office at PCC will certify your request and determine how much money you are eligible to receive.
4. Monitor your AmeriCorps account; confirm your request shows received and accepted by institution.
5. Monitor your PCC account via MyPCC. Your AmeriCorps payment should be posted to your account within 45 days from the date your request was accepted by PCC.
6. For **books**, allow 48 hours after your AmeriCorps account shows “accepted by institution” before you visit the bookstore. Check in with the Bookstore customer service desk. **Remember**, you may only charge books during specific dates each term.

Frequently Asked Questions

Q. I don't have a computer. How can I request my funds online?

- A. Current term students can use any PCC computer lab, library or any public library. **Remember** to log out when done.

Q. Forget your AmeriCorps user name or password?

- A. Go to <https://my.americorps.gov/mp/login.do>, follow the online instructions or contact the AmeriCorps hotline number.

Q. Can I use AmeriCorps funds to pay for non-credit classes?

- A. Yes. You may use your funds to pay for non-credit classes and course materials.

Q. My request was denied. What should I do?

- A. First, verify you are registered for the term for which you wish to receive funds, then contact Phil Hess in the financial aid office pwhess@pcc.edu, if you have questions about your denial.

Q. When do I get my money?

- A. If you are a PCC student who completed a request prior to the beginning of term, any refund in excess of the amount you owe PCC should be available beginning the 3rd Wednesday of term. To pick up your refund, present a valid photo ID at any campus business office or wait and it will be mailed to you. *Students of Columbia Gorge and Tillamook Bay, please contact the business office at your primary college.*

Q. Why was my refund delayed?

- A. If you alter your class schedule after submitting your AmeriCorps request, the amount must be re-certified, which may cause a delay. It is also possible PCC is missing necessary information (name, social security no. and address) or the information does not match AmeriCorps records. To verify or update your PCC record, go to <http://www.pcc.edu/resources/student-records/documents/change-form.pdf>

Q. My funds were delayed. Will you waive the late fee?

- A. Late fee waivers are granted as a courtesy when the college can confirm funds were requested by the 2nd Friday of term.

Q. Can I use AmeriCorps to pay my past due account?

- A. Typically not. The only exception is if you were an active AmeriCorps member AND eligible to receive funds before you incurred the debt with the college. Additional information is available through the campus business office.

Q. Can I keep my refund if the class is cancelled or dropped?

- A. No. You are only eligible for AmeriCorps funding if you attend class. PCC is obligated to notify AmeriCorps if your enrollment drops. The college must collect the repayment from you immediately to reimburse AmeriCorps. If repayment causes a financial hardship, you may file an appeal with AmeriCorps to retain the funds. If granted, the income becomes taxable and AmeriCorps will file a report with the IRS.