

Date

AmeriCorps Member Name &
AmeriCorps Member Address

Dear Member:

Information in our member database indicates that the period of time in which you may use the education award you earned for your service in AmeriCorps will expire on [date].

Under our governing legislation, you must use your education award within seven years of the date on which you successfully completed a term of service unless you apply for and receive an extension. The National Service Trust will honor any payment request from this award if the request is received by the Trust on or before the above date. After the above date, your education award can only be accessed if you have applied for and received an extension.

If you wish to request an extension to the seven year time period for using your education award, you must apply to the Corporation for National and Community Service (Corporation) for an extension prior to the expiration date. The Corporation will grant an application for an extension under the following appropriate and compelling circumstances:

- (1) If we determine that you were performing another term of service in an approved AmeriCorps or Peace Corps position during the seven year period, we will grant an extension that is equivalent to the time period during which you were performing the other term of service.
- (2) If we determine that you were unavoidably prevented from using the education award during the seven year period, we will grant an extension for a period of time that we deem appropriate. The following are examples of situations that may warrant an extension:
 - (a) Your serious illness or disability;
 - (b) The death, serious illness, or disability of an immediate family member;
 - (c) Military service obligations, or
 - (d) Important service records were destroyed or inaccessible by the program.

Any period of incarceration in the United States as a result of a conviction of a criminal offense will not be considered an unavoidable situation.

If your reason for not using your education award in the seven year period is within these guidelines and you wish to request an extension, please send us a letter that includes 1) your name (printed or typed), 2) your Social Security number, 3) the dates in which the circumstances occurred, 4) a detailed explanation of the circumstances that prevented you from using the award within the seven year period, and 5) documentation to support your request for extension.

To allow time for your request to be processed, you should submit it at least 60 days before your education award expires. Please mail your request to the Corporation for National and Community Service, National Service Trust, 1201 New York Avenue, NW, Washington DC, 20525. You may fax your request to the attention of the National Service Trust Extensions on 202-565-2742.

If you have any questions regarding extensions, please call the Trust at 888-507-5962.

Sincerely,
National Service Trust