

## ✓ Forbearance Form Checklists

There are two ways to request forbearance:

1. Complete Paper Form in your Handbook
2. Complete Request Online on My AmeriCorps

### MEMBERS SUBMITTING PAPER FORBEARANCE FORMS

In order to ensure that your student loan forbearance process is as smooth as possible, please follow the steps below:

- Call your Lender.** You will want to find out if your loans are federal/state or private. (NOTE: Only federal and state-backed loans are guaranteed to honor National Service forbearance). Also find out if your loan is in grace period and when that grace period will end. Be sure to inform your lender that you will be requesting National Service forbearance.
- Complete the form(s).** You must complete one form for each lender or servicing agency.
- Call your Lender AGAIN.** After submitting the forbearance form, call your lenders within a week to confirm that the request has been received. CNVS AEAP is not responsible for requests that are not received by the lender.
- Grace Period.** If your loan is in its grace period, send this form 1-2 months before the end of your grace period. CNVS AEAP will send request right away and will not hold any forms. If you send your request in too early, your request may not be processed by the lender.

### MEMBERS SUBMITTING FORBEARANCE ONLINE ON MY AMERICORPS PORTAL

- You must first be enrolled by CNVS AEAP in AmeriCorps before accessing your account in the Portal.
- Go to <https://my.americorps.gov>. After registering, click on **Create Forbearance** under **My AmeriCorps Award** in the left-hand side menu. You will be asked to enter the name of your loanholder and submit a certification of your request. You will receive confirmation that the loan is in forbearance.

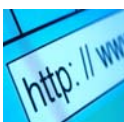


**YOU ARE RESPONSIBLE FOR ANY PAYMENTS DUE UNTIL YOUR FORBEARANCE IS PROCESSED.**



**DON'T FORGET TO CALL YOUR LENDER TO ENSURE YOUR FORBEARANCE REQUEST HAS BEEN RECEIVED.**

**CNVS AEAP IS NOT RESPONSIBLE IF YOUR REQUEST IS NOT RECEIVED BY THE LENDER.**



For a tutorial on National Service Forbearance, visit:  
<http://encorps.nationalserviceresources.org/edaward/loans-forbearance.shtml>