

2008-09 Tuition Billing Policy

Billing for Full-Time Degree Candidates

Full-Time students will be charged on a per-credit basis and must take at least 15 credits per semester. Students in a one year Masters Program are required to complete a minimum of 42.5 credits. Students in a two year Masters Program or Doctoral Program who wish to complete less than 35 credits per year, must petition via a general petition form to do so, and must complete the 80 credit requirement by the end of their second year. Since the Registrar's office cannot predict the exact number of credits full-time students will be taking each semester, the following billing scenario applies:

1. The initial bills for each term (in July for the Fall and November for the Spring) will be based on 20 credits. A registration fee, academic records fee (1-time), Blue Cross/Blue Shield (BC/BS) fee and a University Health Service (UHS) fee will also be charged each term.
2. In order to be cleared financially for pre-registration all full-time students are required to pay for 20 credits, all fees (as described in #1), as well as any outstanding prior debt.
3. Student accounts will be updated to reflect the actual number of registered credits from OASIS when the 2nd add/drop/change deadline information has been posted. All registered credits exceeding 20 are expected to be paid for prior to the next registration period.
4. Students are expected to check their bill regularly. Students have two ways view their account information at the term bill website(www.termbill.harvard.edu) including *View latest charges and payments on your account* which allows you to see the most current account information; OR *View your e-bill or make an e-payment* which shows you the most recent e-bill which is a dated billing statement or snapshot of a student's account based on the monthly billing cycle. Students are strongly encouraged to pay their bills as they register since all current balances must be cleared by the end of the term.

Billing for Part-Time Degree Candidates

Part-Time students are charged tuition on a per-credit basis and are eligible to take up to but not including 15 credits per semester. Since the Registrar's office cannot predict the exact number of credits part-time students will be taking each semester, the following billing scenario applies:

1. The initial bills for each term (in July for the Fall and November for the Spring) will be based on a registration fee, academic records fee (1-time), Blue Cross/Blue Shield (BC/BS) fee and a University Health Service (UHS).

Only part-time students taking 10 or fewer credits are eligible to waive the University Health Services Fee. Please see the University's Health Services website for more details www.huhs.harvard.edu.

2. In order to be cleared financially for pre-registration, all part-time students are required to pay for all fees (as described in #1) as well as any outstanding prior debt.

3. Tuition charges will be assessed after pre-registration opens.

4. Because Part-Time Students are not required to pay for courses prior to registration, they are expected to check their bill regularly. Students have two ways view their account information at the term bill website(www.termbill.harvard.edu) including *View latest charges and payments on your account* which allows you to see the most current account information; OR *View your e-bill or make an e-payment* which shows you the most recent e-bill which is a dated billing statement or snapshot of a student's account based on the monthly billing cycle. Students are strongly encouraged to pay their bills as they register since all current balances must be cleared by the end of the term.

Tuition requirements for resident doctoral students

Tuition requirements for resident doctoral students are listed in the Doctoral Student Supplement in this Handbook.

Non-Resident Tuition

Non-residents are required to pay the appropriate non-resident tuition to maintain their status as a degree candidate at HSPH. Accumulation of tuition paid by non-resident doctoral students will not be credited toward the two-year, full-time and one-year, full-time reduced tuition payment requirement. The non-resident tuition covers periodic consultation with the student's doctoral advisor and research committee, but does not provide for the use of Harvard facilities.

Students who are considering non-resident part-time status and who are receiving financial aid should first contact the HSPH Office of Student Financial Services to discuss whether funding will be jeopardized.

Non-resident students must complete payment of the required two years of full-time tuition and one year of reduced doctoral tuition before paying the non-resident status fee.

Tuition paid to HSPH as a TAP, Affiliate, or Boston Area Public Health Professional (BAPHP)

If an affiliate, TAP or BAPHP student applies for and is granted admission into a degree program, up to 20 credits of tuition credit may be applied to the tuition degree requirement, if the tuition was paid in full to HSPH, and if the courses taken were within the preceding three years of matriculating in a degree program. For the credit to be applied, all affiliate-status students listed above must file a General Petition with the

Registrar's Office requesting that the academic and tuition credits be applied to the degree program.

Financial Degree Requirements

In addition to meeting academic requirements, students must meet HSPH financial requirements. Students must pay the appropriate amount of tuition to receive a degree. Students in a one-year degree program are required to pay for a minimum of 42.5 credits; those in a two-year degree program must pay for a minimum of 80 credits to HSPH. Doctoral students are required to pay two years of full-time tuition and one year of full-time reduced tuition or its part-time equivalent.

Tuition paid to any school other than HSPH, will not be counted toward financial degree requirements for HSPH.

Tuition Requirements

All degree candidates must:

1. Pay tuition for and be registered continuously as either a resident student, non-resident doctoral student or a student on leave of absence.
2. Pay full tuition for a designated number of years (Amount of tuition depends on student's degree program and, for doctoral students, on their previous affiliation with HSPH.)
3. Pay the appropriate tuition rate for each registration period as outlined in the Tuition and Fees Schedule.