

# 2007-08 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. 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. Students who register for less than 20 credits will receive the appropriate tuition refund on their account.
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](http://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).

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](http://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 Degree Candidates Whose Degree Programs Began Prior to Fall 07**

Students who began their degree programs prior to fall 2007, will be assessed tuition based on the 06-07 tuition policy for the 07-08 academic year.

1. In addition to their health fees, full-time students will be assessed a flat tuition rate for the academic year (see the HSPH Tuition and Fees schedule for details <http://www.hsph.harvard.edu/admissions/student-financial-services/tuition-fees/july-2007-june-2008/index.html> ). Full-time students may register for up to 45 credits for the academic year (15-25 credits per semester). Students who wish to register for more than 25 credits per semester will be assessed the per credit tuition rate for each additional credit over 45.
2. In addition to health fees, part-time students will be billed for 5 credits. Tuition will then be adjusted in accordance with the number of enrolled credits.