

OFFICE OF FINANCIAL AID

The Harvard Chan Office of Financial Aid (OFA) is here to help students meet their goals by reducing financial barriers to education and promoting financial health.

This handbook is designed to keep you informed on important action items, deadlines, information, and resources to help you kick off the academic year smoothly.

In this handbook, you will find information on the topics listed below.

We encourage you to schedule an appointment with our office if you ever need further guidance at <https://calendly.com/chanofa>.

- Anticipated Aid
- Student Account
 - Monthly Payment Plans
- Budget Adjustment
- Cost of Attendance (COA)
- Books, Supplies, Course Materials and Equipment
- Loans
 - Federal Aid
 - Private
 - Student Loan disbursement
- Refunds
- Stipends
- Student Employment
- Financial Certification Requirement (for international students)
- Financial Health Resource Group (FHRG)

IMPORTANT ACTION ITEMS

- Log into your student account on [my.harvard](#) to [pay your bill](#) when available
- Access your secure [MYFINAID](#) account to:
 - Review, accept, or decline financial assistance offers
 - Confirm if you are missing required documents
 - Read your financial assistance messages
- [Set up direct deposit](#) on my.harvard to receive potential refunds



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Harvard T.H. Chan School of
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STUDENT ACCOUNTS, FINANCIAL ASSISTANCE, AND OUTSTANDING BALANCES

Summer starting programs should expect to be billed mid-April with a payment deadline in mid-May.

In July, all students will start receiving account notification emails from Harvard's Student Accounts Office (SAO) to their "@hsph.harvard.edu" inboxes inviting students to log in to their accounts.

Your student account will detail your charges and any anticipated financial assistance you may have to offset your charges. **Tuition and fees** must be paid in full by the due dates shown on your student account.

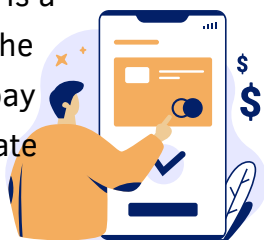
STUDENT ACCOUNT

For any charges posted on your student account, you can pay via e-payment from a U.S. bank account or via a wire transfer. Students may either pay the entire amount due or enroll in the monthly payment plan.



MONTHLY PAYMENT PLAN

The **Monthly Payment Plan (MPP)** allows you to pay charges for tuition and mandatory fees in four installments each semester. There is a **\$35 fee per semester** to enroll in the Monthly Payment Plan. You must pay monthly installments by the due date each month and pay all past due charges prior to the start of each semester in order to remain eligible to participate.



OUTSTANDING BALANCE

If you have outstanding balance on your student account, **a financial hold** will be placed on your account that will prevent you from enrolling in courses.

ANTICIPATED AID

Any Harvard Chan grant, scholarship, student loan, and/or reported outside awards will be credited to the student account as "anticipated aid." If a student decides to reduce or cancel their loan, they will see an additional balance due. Your amount due is based on the charges posted to your student account minus anticipated aid.

BUDGET ADJUSTMENT



Individual budget adjustments may be possible under **certain circumstances**. Students seeking a budget adjustment should speak with our office to discuss specific issues and required documentation. Use the **student budgeting tool** to assist with determining your overall cost.

COST OF ATTENDANCE (COA)

The Cost of Attendance Budget* is based upon the direct cost of tuition and fees as well as an allowance for indirect costs such as books, supplies, and living expenses. It is used to determine financial aid eligibility.

BOOKS, SUPPLIES, COURSE MATERIALS AND EQUIPMENT

The COA estimate is \$693 per semester for all Books, Supplies, Course Materials and Equipment. Many courses charge mandatory course material fees directly to your student account. Cross-registering may also come with additional material fees charged directly to your student account.

REFUNDS

If your anticipated aid exceeds the charges on your student account, a refund will be automatically processed for you on the first day of classes. You will receive a notification before this refund is processed and can opt to reduce your loans if you do not need it.

MONTHLY BUDGET

The monthly budget calculation reflects estimated cost of living expenses incurred as a student in Boston. It accounts for average rent, personal expenditures, and transportation on the MBTA. Students should note that living in Harvard Housing may have costs that vary from the estimated amounts.

Housing: \$1,786

Personal: \$442

Food: \$528

Transportation: \$90

Total: \$2,846

*Please note that the COA is based on your official start date (first day of classes) — relocation costs as well as costs incurred during Orientation cannot be included. If you are in a multi-year master's program, the summer months will not be included unless you are enrolled in at least 7.5 credits.

STIPENDS

If you are stipend recipient, you must hold a U.S. bank account to receive your stipend. Instructions on setting up a U.S. bank account and direct deposit information will be sent to you directly. The direct deposit process for stipends is unrelated to Direct Deposit for refunds. You will need to complete both processes separately. Most stipends paid to international students are taxed at a 14% rate.

If you are a stipend recipient, enroll in direct deposit by following these steps:

- Visit hr.harvard.edu
- Click the PeopleSoft link at the top right and log in using your HarvardKey
- Click “My Pay” in the self-service menu, then “Deposit,” and enter your U.S. bank account details.

Complete this process at least two weeks before the first of the month to receive direct deposit for that month. Otherwise your stipend check will be sent to the mailing address on file.

STUDENT LOANS

Federal Loans -

For Domestic Students only in eligible degree programs



Generally, domestic students should exhaust federal loans before considering private loan options. Federal loans have more consumer protections, as well as income-based repayment options.

For graduate students, there are two types of federal loans available. Information on the Direct Unsubsidized Loan is automatically provided by our office if you complete the FAFSA and are eligible. In most cases, the maximum you can borrow under this program is \$33,000/academic year. The Direct GradPLUS Loan is a supplemental loan that you can borrow up to your COA (minus other aid) to fill in any gaps you might have in meeting your educational cost.

To be eligible for these loans, you need to remain enrolled in at least 10 credits per semester. Interest will start accruing on these loans as soon as they are disbursed (first week of classes). You are not required to make payments on your federal loans until 6 months after your last day of at least half- time enrollment (typically graduation).



Private Loans

Chosen thoughtfully, a private student loan can be a useful resource for students. However, when selecting a loan servicer, consider the interest rate, the terms of the loan (i.e. fixed or variable), loan fees, deferment and forbearance options, and repayment timelines in order to protect your long-term financial health.

The Offices of Financial Aid and Student Financial Services have collected a list of lenders, though you are not required to use lenders on this list. Once you have contacted a lender and been pre-approved for a loan, please complete the Preliminary Private Loan Request Form and submit it to the Office of Financial Aid. This is an important step in securing and finalizing your borrowing for the year.

While not required, applying with a U.S. co-signer may offer more favorable terms and conditions as well as higher borrowing limits.

FREQUENTLY ASKED QUESTIONS

Student Loan Disbursement

- **What steps must I take to receive my loans?** If you are a federal loan borrower, you must complete your loan documents which you can do by visiting studentaid.gov. If you borrowed private loans, you must complete your lender's requirements.
- **When are my loans disbursed?** Loans are disbursed at the beginning of each semester once you have completed your requirements and necessary paperwork. The first half of your loans will be disbursed in September, the second in January. Federal and approved private educational loans will be credited directly to your student account.
- **How can I adjust my loans?** To request an adjustment, please contact our office or complete the [Federal Loan Adjustment Form](#) on our website.
- **Where can I check my federal loan balances?** View your loan balances on studentaid.gov.
- **When do I need to start paying back my loans?** Typically, federal loans enter repayment six months after graduating, dropping below half-time enrollment, or leaving school.

STUDENT EMPLOYMENT

Federal Work Study (FWS) Program - For Domestic Students Only



Work-Study is a U.S. federal program that subsidizes employers who hire work-study students. Non-profit employers are only responsible for paying 25% of students' earnings, while for-profit companies are responsible for 50%.

As a work-study student you may work on or off campus—so long as your position is not political or sectarian in nature. You are only eligible for work-study if you are a U.S. citizen or permanent resident with demonstrated financial need.

International and Domestic Students

Working in the United States may be possible, but the United States Citizenship and Immigration Services (USCIS) has strict regulations for international students.

You should not expect to finance your studies by working in the United States. If you are international student interested in working while at Harvard Chan, the [Harvard International Office](#) is an important resource for you to learn more about possible on- and off-campus employment.

Research and Teaching Assistantships

Research and teaching assistantships are highly competitive and selections are made by the individual Academic Departments/Programs. Pay rates and time commitment vary by position. Students should reach out directly to the academic administrators regarding availability. These positions do not offer tuition remission or other benefits. General information, payment guidelines, and other relevant information can be found on the [Office of Educational Programs website](#).

FREQUENTLY ASKED QUESTIONS

What should I do once I find a FWS job offer? Once you secure an FWS job, you or your supervisor must complete an [online FWS referral form](#) before you can begin working.

What is the Federal Work Study program? Am I eligible? Federal work study offers a subsidy to employers, reducing the cost of hiring an eligible student. Eligibility is determined through the [Free Application for Federal Student Aid \(FAFSA\)](#) form, available to US citizens and permanent residents.

How can I find student employment? Strategies include contacting your academic department, browsing [Career Connect](#) or the Student Employment Office [database](#), and reaching out to campus offices about openings.

How many hours a week can I work? We recommend 20 hours per week maximum domestic students. For international students, 20 hours are the maximum allowable per week.

What is the wage rate for graduate students?

Pay rates vary based on the employer and should be the same as a non-work study student would be paid. Students may work on-campus or for an approved off-campus employer.

FINANCIAL CERTIFICATION REQUIREMENT (FOR INTERNATIONAL STUDENTS)

All full-time international students will require a student visa (I-20 or DS2019 for Canadian students). MPH-EPI students will also require a visa for the on-campus session in June. Instructions to request a visa can be found on the visa page of [this website](#).

Any questions regarding the Financial Certification Requirements should be directed to the Admissions Office at admissions@hsph.harvard.edu. Any questions regarding immigration, visa types, or the embassy can be directed to Elizabeth Capuano at elizabeth_capuano@harvard.edu.



FINANCIAL HEALTH RESOURCE GROUP (FHRG)

The Financial Health Resource Group is a group of administrators in student-serving offices that formed in the 2017-2018 academic year to address the financial health needs of our student population. This group focuses on the financial health of our students – understanding that financial stress can impact academic achievement, mental health and many other key pieces of the student experience. This holistic approach to financial health will allow for a range of focus – from traditional financial literacy programming to broader issues such as housing and mental health support.

In particular, this group will work to increase transparency in communication to students and fill in information gaps where needed. In addition, FHRG will identify areas of need around support services for students and work to create additional support and resources for vulnerable populations.

For more information and resource, visit [our website](#).

