

Leave of Absence Financial Checklist

- ❑ **Term Bill Charges** - Students who leave during the academic year are charged tuition and the student services fee to the end of the period in which they leave; room rent and board charges are calculated on a daily basis. If tuition is completely canceled for the term, health fees/insurance will also be canceled in full. Otherwise, students are billed health fees/insurance for the entire term. Room rent charges continue to the day the student leaves college residence. Full-board charges will continue to the day the student submits his or her identification card and the proper paperwork to his or her House office or the Freshman Dean's Office. See chart on page 358 of the *Handbook for Students: Students' Financial Obligations in the Event of a Leave of Absence or Requirement to Withdraw*.
- ❑ **Current Year Financial Aid** - Once your term bill charges have been adjusted, the Financial Aid Office will adjust your current year aid package to the same percent you are being charged tuition. Please be aware that students normally receive a maximum of eight semesters of scholarship assistance. As a result of your Leave, you may be a semester short of Harvard scholarship eligibility during your final term enrolled at Harvard. Should you be unable to meet this financial shortfall, you may petition the Financial Aid Committee during the financial aid application process for your final term to request additional assistance. The petition should include an explanation of your special circumstances and financial needs. Should you have questions concerning your financial aid, contact the financial aid office at 617-495-1581 and schedule an appointment to meet with your financial aid officer.
- ❑ **Outside Scholarships** - Please let your scholarship donor know that you are taking a leave of absence. It is important that you follow any guidelines given to you by the donor so as not to jeopardize your scholarship in future years. Pay special attention to any action you need to take when returning to school, as there may be renewal paperwork to complete before the donor will reinstate your scholarship.
- ❑ **Student Loans (Harvard, Perkins and Direct Stafford Loans)** - Any student who leaves school and who has borrowed at least one student loan is required by federal and institutional regulations to go through an Exit Interview. The Exit Interview is a counseling session that will recap your borrowing, repayment obligations, and rights and responsibilities as a student loan borrower. Please contact the Financial Aid Office to set up your Exit Interview with Amy Staffier.
- ❑ **Future Financial Aid and Term Bills** - Contact the Financial Aid Office (by February 1 for the following fall term and by October 1 for the following spring term) for application materials. Returning students will be expected to produce the normal summer savings amount towards their next academic year expenses. Students returning from a leave should be aware that all loan repayments and/or term bill obligations must be current before any financial aid can be granted. You should contact your financial aid officer with any questions or concerns about your return to Harvard. You should also contact your Senior Tutor or Assistant Dean for a term bill worksheet before your return to school.