



# HARVARD DIVINITY SCHOOL

## 2026 – 2027 THIRD-PARTY BILLING FORM

**Completed by:** Organization or institution providing financial support to the student listed below who will be attending Harvard University during the 2026-2027 academic year.

**Instructions:** This form must be accompanied by a signed third-party billing letter to authorize billing. See [website](#) for letter guidelines. Please return both documents to the Student Account Operations office. You can email the documents to [studentaccountoperations\\_fad@harvard.edu](mailto:studentaccountoperations_fad@harvard.edu). Information about the various fees can be found on our Required Fees [webpage](#).

**Due date:** June 30, 2026

NOTE: This due date concerns financial clearance for registration only. Our office will continue to accept third-party billing forms through November for the fall term and March for the spring term.

STUDENT NAME: \_\_\_\_\_  
Last First Middle

HARVARD ID or SSN (if known): \_\_\_\_\_ CONTRACT EXPIRES: \_\_\_\_\_

**What is the duration of your contract? (select one):**

- Fall only program
- Spring only
- Fall and Spring
- Duration of program
- Other (please specify): \_\_\_\_\_

**Please indicate which of the fees listed below will be paid by your organization:**

- Tuition
- Mandatory Student Health Fee
- Student Health Insurance Plan (Automatically charged to all students in compliance with MA state law mandating coverage. Students may waive this fee at the [University Health Services website](#) if they have comparable, US-based insurance.)
- Activity Fee
- Miscellaneous Course Materials
- Other (please list any stipends paid directly to the student): \_\_\_\_\_

*If the contract is limited by a maximum \$ amount, please list:* \_\_\_\_\_

CONTRACT ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**NOTE: BILLING INVOICE WILL BE SENT VIA EMAIL AS PDF DOCUMENT**

Charges are typically assessed as the start of term, but may be assessed throughout the academic year. Adjusted invoices will be sent to sponsoring organizations if additional covered charges are assessed after the standard invoice is generated.