



HARVARD DIVINITY SCHOOL

2024 – 2025 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 2024-2025 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. Information about the various fees can be found on our Required Fees [webpage](#).

Due date: June 30, 2024

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 *
☐ Family Health Insurance (if applicable) *
☐ Dental Insurance: Individual, Family, or both? * _____
☐ 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

* Course material and supplemental health insurance fees can be posted to a student's account *at any time*, sometimes several months after a term has ended. If charges are assessed later in the term, we will issue an updated invoice.