

MSP Summer Tuition Assistance

The College and the Howard Hughes Medical Institute have teamed up to provide **limited** funding to help students on financial aid take summer courses that enhance their academic standing. Students applying for these funds are ranked on the basis of financial need, and then tuition grants are made until the allocated monies are expended. To qualify, your academic plans need to be spelled out and approved by your advisor. **Preference is given to students that have been active in MSP or MAST.** If you receive a tuition grant, it is expected that you will continue (or start) to be active in these programs.

Basic information:

1. The summer course must be approved for Haverford credit through our Registrar.
2. You must be receiving financial aid to qualify for the tuition assistance.
3. Typical awards are \$500. If you are taking two approved courses, we may be able to provide you with additional support.
4. Funds are distributed to qualified students on a first-come/first-served basis.
Submit your approval forms and tuition bills as soon as possible.

How to decide which course(s) to take:

1. Review your transcript and degree audit.
2. Meet with your academic advisor to discuss the courses you would like to take this summer and to determine which requirements they could fulfill. Some summer school courses can count towards distribution or major requirements.
3. Depending on where you live, identify schools that offer appropriate courses.
 - a. Course listings are typically posted on an institution's web site.
 - b. Be aware that tuition for summer school courses varies tremendously, and is often listed PER CREDIT, NOT PER COURSE. Our support will cover only part of the tuition at most schools.

How to apply for a tuition grant:

1. Print a copy of the registrar's form, which you can find at <http://www.haverford.edu/registrar/forms/SummerStudyUSAorAbroad.pdf> . This form needs to be signed by the chair of the corresponding Haverford department, by your advisor, and by your dean. Note: Some Haverford departments list approved institutions and courses on their web page. Check there before asking for the chair's signature.
2. Fill out the application form at the end of this document.
3. Send the application form and a copy of the signed registrar's form to Jeff Tecosky-Feldman in campus mail ASAP.
4. Submit the original signed registrar form to the Registrar by **May 1**.

How to receive tuition assistance:

1. Jeff Tecosky-Feldman will notify you of the amount (if any) that we can contribute to your tuition approximately one week he receives your paperwork
2. Register for the course(s). They will send you a tuition bill.
3. Submit the bill to **Natalie Marciano**, in the KINSC Information office (KINSC L204, 610-896-1403, nmarcian@haverford.edu) with your address and phone number. She will check the approval list and submit a check request to the Business Office.

4. The Business Office will make out a check **payable to the school** where you are enrolling for your summer course. It takes between 1 and 2 weeks to process these tuition checks. **We cannot make out checks to reimburse you directly.** If you have already paid the tuition in full, we will still issue a check to the institution, and you'll have to request credit from them.
5. Kay will contact you to pick up the check or mail it to you at the address you provided, or directly to the school if you request. **In most cases the tuition grant will not cover the full cost of tuition.**

How to get the credit you've earned:

1. Have an official copy of your summer school transcript mailed to our Registrar (not to you – it won't count if you have opened the envelope).
2. You must earn a grade of "C" or better to receive Haverford credit.

For additional information, contact Jeff Tecosky-Feldman (jtecosky@haverford.edu)

