HUH APARTMENT RENT OR HOUSING CONTRACT PAYMENT INFORMATION

HUH Housing leases and HUH Residence Hall housing contracts require an "Initial Payment" which covers the first charge of your lease or housing contract. But how do you pay your monthly rent or housing contract payment thereafter?

Your ongoing payment method depends upon your affiliation with the University.

HARVARD GRADUATE STUDENTS (with an active student account)

Students who are actively registered for classes with the University will have their rent or housing contract charge added to their Student Receivables account on a monthly basis. This is the same account to which tuition, health fees, etc. are charged.

Students can view their monthly bill and arrange payments by visiting the Student Receivables website: http://isites.harvard.edu/icb/icb.do?keyword=k69147.

Please note that Student Receivables publishes its own calendar of when monthly bills are sent out and when payments are due. Students billed via the University’s electronic billing system must follow the Student Receivables timeline for monthly payments, including rent and housing contract charges. The calendar on page 2 illustrates when HUH Housing charges generally appear on student bills along with payment due dates.

Until electronic billing commences, or after generation of the final or graduation bill, rent or housing contract payments must be made directly to HUH Housing by check, money order, wire transfer, or credit card. (Refer to "Direct Pay to HUH Housing" below.)

FACULTY/EMPLOYEES (Harvard paid)

Full-time employees who are paid through the University are charged for rent via payroll deduction. A payroll deduction form authorizing HUH Housing to deduct funds from your paycheck is included with your lease and must be signed and returned to HUH Housing.

The timing of payroll deductions is dependent upon your pay cycle within the University. Employees paid bi-weekly will see one-half of their monthly rent deducted from each paycheck, and employees paid monthly will see their full monthly rent deducted from their monthly paycheck. The weekly paid and / or temporary employees are not eligible for payroll deduction for rent. The deductions are made one month in advance, so that the funds to pay the monthly rent are on deposit when the rent is due on the first day of each month (for example, deductions from January paychecks are applied to the February rent due on February 1).

HUH Housing follows a calendar established by the Harvard Central Payroll office for submitting new payroll deduction requests. Therefore, the timing of the start of deductions is dependent upon when HUH Housing receives the signed payroll deduction form. Please look up your paycheck when they are available to see if the deduction for rent has started. Until payroll deductions start, rent must be paid directly to HUH Housing via check, money order, wire transfer, or credit card. (Refer to "Direct Pay to HUH Housing" below.)

FACULTY/EMPLOYEES (Not paid by Harvard)

Monthly rent for non-Harvard-paid visiting faculty, visiting scholars, visiting fellows, non-benefits-eligible postdoctoral fellows, Harvard teaching hospital employees with a valid Harvard I.D. number, or those in similar affiliation categories should be paid directly to Harvard University Housing by check, money order, wire transfer, or credit card. (Refer to "Direct Pay to HUH Housing" below.)

DIRECT PAY TO HU HOUSING:

In some instances, tenants may need to pay their rent or housing contract payment directly to HUH Housing. Please note that payments are due on the first day of each month, billing statements are not mailed, and Harvard University Housing is not responsible for any wire payment or credit card fees you may incur. Payments made directly to HUH Housing can be completed in the following ways.

1) By Check or Money Order:

Checks can be dropped off in-person, Monday—Friday, 8:00 a.m.—5:00 p.m. (closed University holidays), to:

   Campus Service Center
   Richard A. and Susan F. Smith Campus Center (formerly Holyoke Center)
   1350 Massachusetts Avenue, Room 807
   Cambridge, MA 02138

Checks can be mailed to:

   Harvard University Housing
   Accounts Receivable
   46 Blackstone Street
   Cambridge, MA 02139

Checks should be made payable to “Harvard University Housing” and should clearly indicate your full name as it appears on your HUH Housing lease or HUH Housing residence hall contract and your HUH Housing apartment or residence hall room address in order to facilitate correct payment application.

2) By Credit Card:

Credit card payments can be processed by visiting in person (see office hours above) at:

   Campus Service Center
   Richard A. and Susan F. Smith Campus Center (formerly Holyoke Center)
   1350 Massachusetts Avenue, Room 807
   Cambridge, MA 02138

Credit cards accepted by HUH Housing include Visa, MasterCard, Discover, and American Express. NOTE: The online rent payment credit card link may be used for the initial payment only; do not use it to make subsequent rent payments.
3) **By Wire Transfer:**

Wire transfers can be processed to send funds directly into HU Housing’s bank account. The instructions below are for domestic or international wire payments only. Please do not use these instructions to make an E-payment or bank-to-bank money transfer.

**Wire information for INSIDE USA payments only**

- **Bank name:** Bank of America
- **Bank ABA#:** 026-009-593
- **Bank address:** 100 Federal Street, Boston, MA 02110, USA
- **Bank Account name:** President and Fellows of Harvard College
- **Bank Account Number:** 0046-3604-8500
- **In Free Form Memo Field:**
  - **Local Unit Contact:** Harvard University Housing Accounts Receivable
  - **Local Unit Extension:** 617-495-1612
  - **Income Identifier:** Rent or housing contract payment for...

  (Description of Payment: Full tenant name as it appears on the HU Housing Lease or HU Housing Residence Hall Contract and HU Housing apartment or HU Housing residence hall room address)

**Wire information for INTERNATIONAL payments only**

- **Bank name:** Bank of America
- **Bank ABA#:** 026-009-593
- **Swift code:** BOFAUS3N
- **IBAN #:** No number
- **Bank address:** 100 Federal Street, Boston, MA 02110, USA
- **Bank Account name:** President and Fellows of Harvard College
- **Bank Account Number:** 0046-3604-8500
- **In Free Form Memo Field:**
  - **Local Unit Contact:** Harvard University Housing Accounts Receivable
  - **Local Unit Extension:** 617-495-1612
  - **Income Identifier:** Rent or housing contract payment for...

  (Description of Payment: Full tenant name as it appears on the HU Housing Lease or HU Housing Residence Hall Contract and HU Housing apartment or HU Housing residence hall room address)

Please follow the instructions specifically to ensure that your payment is correctly identified and applied.

**Housing Charges and Student Billing Calendar 2015-2016**

<table>
<thead>
<tr>
<th>HU Housing Rental/Contract Month</th>
<th>Charge Appears on Student Bill Dated</th>
<th>Due Date for Payment to Student Billing Office</th>
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</thead>
<tbody>
<tr>
<td>March 2015</td>
<td>02/04/2015</td>
<td>03/02/2015</td>
</tr>
<tr>
<td>April 2015</td>
<td>03/04/2015</td>
<td>03/31/2015</td>
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<tr>
<td>May 2015</td>
<td>04/01/2015</td>
<td>04/27/2015</td>
</tr>
<tr>
<td>June 2015</td>
<td>05/04/2015</td>
<td>05/18/2015</td>
</tr>
<tr>
<td>July 2015</td>
<td>06/03/2015</td>
<td>06/30/2015</td>
</tr>
<tr>
<td>August 2015</td>
<td>07/14/2015</td>
<td>08/13/2015</td>
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<tr>
<td>September 2015</td>
<td>08/17/2015</td>
<td>09/13/2015</td>
</tr>
<tr>
<td>October 2015</td>
<td>09/14/2015</td>
<td>10/14/2015</td>
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<tr>
<td>November 2015</td>
<td>10/15/2015</td>
<td>11/13/2015</td>
</tr>
<tr>
<td>December 2015</td>
<td>11/16/2015</td>
<td>12/14/2015</td>
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<tr>
<td>January 2016</td>
<td>12/15/2015</td>
<td>01/13/2016</td>
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<tr>
<td>February 2016</td>
<td>01/14/2016</td>
<td>02/13/2016</td>
</tr>
<tr>
<td>March 2016</td>
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<td>July 2016</td>
<td>06/15/2016</td>
<td>07/12/2016</td>
</tr>
</tbody>
</table>

Please check with your bank to determine what fees may apply to your wire transfer and be sure to adjust the amount of your transfer accordingly.

If you have any questions regarding your rent or housing contract charges or how to make a payment, please contact us at (617) 495-1612 or via email at huhousing_ar@harvard.edu.