



Harvard Model United Nations 2018

Financial Aid Application Instructions

The financial aid application for Harvard Model United Nations 2018 opened on Wednesday May 10, 2017. The application deadline is Wednesday, October 4, 2017. HMUN is committed to providing a substantive educational experience for all delegates, and to ensuring that delegates are not prevented from attending due to financial constraints. The financial aid application consists of two forms: the delegate form and the faculty advisor form. Delegates applying for financial aid should complete the delegate forms individually. Faculty advisors would only need to complete one form for all delegates in the delegation. The delegate form focuses on the financial situation for an individual delegate, while the faculty advisor form answers questions about resources available to the school. Both forms must be completed for the application to be considered.

Delegate Form Instructions

1. Open the Qualtrics form. Both the delegate form and the faculty advisor form must be completed for your application to be considered.
2. Follow all instructions as listed in the [form](#).
 - A. Page 1: Please be sure to enter the information exactly as it is in your MUNBase registration.
 - B. Page 2 (Primary Guardian): Please make sure that all estimates are in US dollars. Answer all questions as thoroughly and honestly as possible.
 - C. Page 3 (Financial Need): Please be honest in estimating how much your parents and/or you can contribute toward the conference. When describing how you came to your costs, please provide a thorough explanation as to what the money will be used for. Be as detailed as possible. Additionally, this is the page to let us know if you have any special circumstances. All applications are confidential, and will only be available to members of the Secretariat and the Comptroller team of HMUN.
 - D. Page 4 (Conference Contribution): HMUN takes pride in its ability to provide delegates with a substantive educational experience. Please talk about how you will learn from HMUN and what you intend to contribute to the conference.
 - E. Page 5 (Western Business Attire (WBA) Rental): This year, HMUN is considering a service in which delegates can rent WBA for little to no cost. Please let us know if you would be interested in participating in this program and if so, explain how you would benefit from the program.

Faculty Advisor Instructions

1. Open the Qualtrics form. Both the delegate form and the faculty advisor form must be completed for any delegate's financial aid application to be considered.
2. Follow all instructions as listed in the [form](#).
 - A. Page 1: Please make sure that the information is exactly as listed in MUNBase. Talk to your delegates to make sure that the number of delegates you list as applying for financial aid matches up with the number of delegate applications that we receive. Be detailed in your recollection of past financial aid awards received by delegates of your school.
 - B. Page 2 (Sources of Funds): Please tell us about your school's fundraising efforts and any other available subsidies. We look favorably upon efforts to fundraise money, because it shows initiative and commitment. Detailed descriptions of fundraising efforts are very helpful in the adjudication of financial aid awards.
 - Ex. Bake Sale - \$200
 - Ex. School Funding - \$500
 - C. Page 3 (Costs): Please estimate the cost per delegate of attending the conference. Make sure all estimates are in US dollars and explain how you arrived at your conclusions. Please also estimate the resources available to fund attendance at the conference. If you have proof of resources, please attach it.
 - D. Page 4 (Special Circumstances): Please use this page to outline any special circumstances that you feel would be of use to us in making decisions to allocate aid. Provide proof as applicable. All applications are confidential, and will only be available to members of the Secretariat and the Comptroller team of HMUN.

Please feel free to send an e-mail to comptroller@harvardmun.org with any questions or concerns.