FAQ: Redeeming Vouchers for Classes Taken at the MGH Institute

1. What is the process for redeeming a voucher?
   Please bring the official, original, and non-expired voucher to the Office of the Bursar in Building 39. We cannot accept faxed or copied forms. Tuition vouchers have no cash value and expire two years after the issue date. Call the Bursar at (617) 726–8015 with any questions.

2. Do I need to be currently employed to use a voucher?
   Yes, you do. Vouchers will be accepted from any employee of the agency or institution to which the voucher was awarded. Verification of employment by the agency or institution that was issued the voucher must be noted on the voucher itself.

3. How many vouchers can I use?
   While you are in “Non-Degree Status,” there is no limit to the number of vouchers that may be applied toward tuition costs. Our degree programs only allow a certain number of credits taken while in Non-Degree Status to be applied to the program requirements (see the Non-Degree Registration Criteria for more information). If you matriculate into a degree or certificate program, a maximum of twelve credits worth of vouchers may be applied toward your tuition.

4. Can I drop a class and re-use the voucher later on?
   If you drop a course or withdraw, your voucher is forfeited and cannot be reused. Vouchers must be redeemed by the 12th class day of the semester of enrollment. For shortened modules, vouchers must be redeemed by the 5th class day of the module.

5. Is a course taken with a voucher completely free of charge?
   Fees are separate from tuition and not covered by vouchers; you are responsible for paying all fees as listed in the tuition and fee section of the website.

6. Can I use vouchers for continuing education credits?
   In some instances vouchers may be redeemed for continuing education offerings. A one-credit voucher may be redeemed for up to 15 contact hours. Additional vouchers will be required for offerings with more than 15 contact hours. Vouchers must be redeemed by the start date of the course.

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