

## **Instructions for Application for FSILG Reimbursement**

MIT will reimburse each FSILG house corporation for the percent of the Spring 2020 semester that students will be displaced from the house due to Covid-19. The reimbursement percentage is 61%, which is consistent with what MIT used for on-campus student residences.

The reimbursement to students will be channeled through their respective house corporations. Each house corporation is expected to issue payments or credits to students as agreed upon with their undergraduate leadership.

The rebate covers housing and food expenses, which may include taxes, rent, utilities, maintenance, insurance, and other facilities-related expenses. To determine the amount of the rebate, use one of the tables on page 4 of the Housing and Food Expense Reimbursement Pass-Through Agreement. If your FSILG bills housing and food expenses as a combined total, use Option 1; if your FSILG bills separate amounts for housing and food expenses, use Option 2.

Checklist for completion of application:

1. Signed Housing and Food Expense Reimbursement Pass-Through Agreement
2. List of students
3. Documentation of housing and food expenses

### **The application deadline is April 15, 2020.**

Documentation of housing and food expenses may include a lease, house bill, student housing agreement, spring semester budget, or formal organizational email.

Reimbursements will be made on a rolling basis after documentation has passed review. Checks will be sent to the FSILG officer designated on the Housing and Food Expense Reimbursement Pass-Through Agreement.

### **The deadline for issuing rebates/credits to individual students is May 31, 2020.**

Each house corporation will need to provide a spreadsheet that indicates names of students, date of action, amount of cash rebate, and amount of credit. Any funds that are not disbursed by May 31, 2020 must be returned to MIT.

For questions and to submit documentation, contact Pam Gannon at [pmgannon@mit.edu](mailto:pmgannon@mit.edu).