The Student Events Fund (SEF) was created by students for students and demonstrates a commitment to removing financial barriers that might prevent a student’s participation in campus activities. The program is made possible by scholarship dollars and is in addition to the College’s very generous financial aid program. It is administered jointly by the Financial Aid Office (FAO), the Office of Student Life (OSL), and the Harvard Box Office (HBO).

While the program financially supports participation by SEF-eligible students in an event, SEF should not be viewed as a revenue stream to fund an event. Student organization leaders and SEF eligible students are expected to responsibly and ethically participate in the SEF ticketing program. The following Rights and Responsibilities outline the expectations for such participation.

**Student Organizations**

**Rights**
- On-campus, undergraduate student-produced events are eligible for SEF tickets (restrictions may apply).
- Certain House events held off campus may be eligible for SEF (e.g. House Formals).
- Event producers will be reimbursed for tickets sales through SEF by the HBO.

**Responsibilities**
- Ticketing services must be requested a minimum of three weeks in advance of the event.
- SEF tickets may only be offered at the lowest ticket price available to others.
- Advertising may only reference the SEF program in the following ways: “This event is eligible for Student Events Fund tickets.” Or “SEF-Eligible Event.”
- Every effort must be made to protect the anonymity of students receiving SEF tickets at all times and particularly at the event itself. All written and verbal references to ticket pickup must be “Reserved Tickets” or “Will Call.” Phrases such as “SEF Tickets” or “SEF Line” may not be used.
- Unused tickets must be returned to the HBO.

**SEF-Eligible Students**

**Rights**
- Students may request a single ticket for up to 5 SEF-eligible events each semester (Senior week and HY shuttle tickets do not count toward this limit.)

**Responsibilities**
- Attend the event for which a ticket has been requested.
- Request tickets a minimum of 72 hours prior to an event.
- Cancel ticket orders within 24 hours of an event when unable to attend.
- SEF tickets are non-transferable and therefore may not be given away or sold.

Please note: Abuse and misuse of the program, including transferring tickets to others and the promotion and acquisition of SEF-funded tickets that are not used or canceled, may result in the loss of SEF privileges for the individual and the organization as well as other disciplinary measures.