



# TUITION ASSISTANCE PLAN & TUITION REIMBURSEMENT PLAN

Harvard University



# CONTENTS

|   |    |
|---|----|
| <b>Tuition Assistance Plan (TAP)</b> .....                                  | 2  |
| What is the Tuition Assistance Plan?  |    |
| <b>Tuition Reimbursement Plan (TRP)</b> .....                               | 2  |
| What is the Tuition Reimbursement Plan?                                     |    |
| <b>Employee Eligibility</b> .....   | 3  |
| Eligibility Classification, Hours and Unions                                |    |
| Ineligible Groups   |    |
| <b>Wait Periods</b> .....   | 5  |
| Wait Period for HUCTW Staff   |    |
| Wait Period for Faculty and Non-HUCTW Staff                                 |    |
| Wait Period & Temporary Service   |    |
| Wait Period & Break in Service  |    |
| Wait Period Exceptions  |    |
| <b>Course Eligibility</b> .....   | 6  |
| Courses Eligible for TAP  |    |
| Courses Ineligible for TAP  |    |
| Courses Eligible for TRP  |    |
| Courses Ineligible for TRP  |    |
| Certificate & Licensing Courses   |    |
| <b>Credit Limits</b> .....  | 8  |
| Credit Limits for Harvard & Non-Harvard Courses                             |    |
| Credit Limit & Prior Harvard Service  |    |
| Counting Your Semester or Quarter Credit Limit                              |    |
| Doctoral Fees   |    |
| <b>Harvard Course Registration &amp; Schools Participating in TAP</b> ..... | 11 |
| Arnold Arboretum Adult Education  |    |
| Divinity School   |    |
| Extension School  |    |
| Graduate School of Arts and Sciences (FAS)                                  |    |
| Graduate School of Design   |    |
| Graduate School of Education  |    |
| Harvard College Undergraduate (FAS)   |    |
| Law School  |    |
| Medical School  |    |
| Summer School   |    |
| Kennedy School  |    |
| Office for the Arts   |    |
| School of Public Health   |    |
| <b>Non-Harvard Course Registration &amp; Reimbursement</b> .....            | 18 |
| Reimbursement Timetable   |    |
| Incomplete Grades   |    |
| <b>Additional Information</b> .....   | 20 |
| Taxes   |    |
| Other Educational Assistance  |    |

## Tuition Assistance Plan

---

Harvard's Tuition Assistance Plan (TAP) helps pay the cost of tuition for courses taken at participating Harvard Schools.

You can use TAP to explore an academic field or pursue an academic degree.

TAP is available to eligible Harvard staff including professional & administrative, support, hourly, and faculty. Please refer to page 3 for eligibility requirements.

Before enrolling in a course, it is important to familiarize yourself with the TAP guidelines found in this booklet.

If after reviewing this booklet you have additional questions, you can contact Benefits at (617) 496-4001 or [benefits@harvard.edu](mailto:benefits@harvard.edu).

## Tuition Reimbursement Plan

---

Harvard's Tuition Reimbursement Plan (TRP) helps pay the cost of tuition for qualifying courses taken at other accredited\* institutions. Reimbursement is for tuition only. You cannot be reimbursed for any fees associated with the course.

TRP is available to eligible Harvard staff including professional & administrative, support, hourly and faculty. Please refer to page 3 for eligibility requirements.

Before enrolling in a course, it is important to familiarize yourself with the TRP guidelines found in this booklet.

If after reviewing this booklet you have additional questions, you can contact Benefits at (617) 496-4001 or [benefits@harvard.edu](mailto:benefits@harvard.edu).

Although all possible care has been taken in the preparation of this text, any errors or inconsistencies are not binding. Interpretation of the rules and policies of TAP and TRP are subject to the discretion of the Plan Administrator. The Tuition Assistance Plan and Tuition Reimbursement Plan are subject to change without notice.

\*Please refer to the U.S. Department of Education website for a listing of accredited institutions -<http://ope.ed.gov/accreditation/search.aspx>

## Employee Eligibility

In order to be eligible for TAP and TRP, you must be active in a paid benefits-eligible position on Harvard's regular payroll; in an eligible employee classification; and must have the minimum required hours per week listed in PeopleSoft. If you are in a union, eligibility is also based on your collective bargaining agreement.

**Extended Part-Time employees (EPEs)** are eligible for TAP if they have worked a minimum of 360 hours in a 9-month period in the previous fiscal year (July 1 through June 30) and are active Harvard employees. Labor and Employee Relations will notify you annually if you are eligible for EPE benefits, including TAP. EPEs are not eligible for TRP.

**Full Time Students** Employees who are covered under HUCTW are eligible to use TAP and TRP while enrolled as a full-time student in a degree program. *Please note*, not all Harvard Schools confer degrees to students using TAP, nor allow full-time students to use TAP. Please refer to Harvard Schools Participating in TAP (starting on page 11) for more information. Employees who are *not* covered under HUCTW cannot use TAP or TRP while enrolled as a full-time student in a degree program except at Harvard Extension School.

**Limited Regulars** are eligible for TAP only.

**Paid leave of absence** Employees on a paid leave of absence must have the required hours, pay and employee classification in PeopleSoft in order to be eligible for the benefit.

**Retirees** (defined as those who were at least age 55 with 10 years of participation service at the time of separation from the University) are eligible for TAP only.

| Employee Classification*   | Minimum Required Hours Per Week |
|--|---------------------------------|
| Part-Time Service & Trades (Limited Regulars)  | 16 Hours                        |
| All Faculty<br>Admin & Professional<br>Non-Bargaining Unit Non-Exempt<br>Support Staff<br>Harvard Union of Clerical & Technical Workers (HUCTW)<br>Support Staff<br>Internal Post Doc (Harvard Research)<br>External Post Doc (Harvard Research)<br>Harvard University Police (HUPA)<br>Security, Parking, Museum Guards (HUSPMGU) | 17.5 hours                      |
| Service & Trade Hourly: Dining Services<br>(eligible during months of <u>regularly scheduled</u> non-employment)   | 20 Hours                        |
| Custodial Services, Electricians & Carpenters (ATC), and<br>Arnold Arboretum   | More than 20 Hours              |

\*The above classifications are made for the purposes of TAP.

## Employee Eligibility (Cont.)

---

### Ineligible Groups

Employees who fall into the following employee statuses or classifications are not eligible to participate in TAP or TRP:

- Teaching Assistant/Other Staff
- External Post Doc Non-Harvard Research
- Temporary Staff (except eligible EPEs)
- Off Campus Work Study
- Temporary Academic
- Special Exclusion
- Employees on Short Term Disability
- Temporary Student
- Employees on Long Term Disability
- Intern
- Employees on Workers Compensation
- Full-time Graduate Student Fellowship
- Spouses and Dependents of Employees
- Harvard Graduate Student Fellowship
- Employees who start an unpaid leave of absence or unpaid sabbatical before the last day of a non-Harvard course
- Employees who start an unpaid Leave of absence or unpaid sabbatical before the first day of a Harvard course
- Employees who are designated as Less Than Half Time (LHTS). This does not include EPEs
- Employees who terminate or become ineligible for benefits before the last day of a non-Harvard course
- Employees who terminate or become ineligible for benefits before the first day of a Harvard course.

## Wait Periods

---

You must fulfill a wait period in an eligible employee classification before you are eligible to participate in TAP and TRP.

### Wait Period for HUCTW Staff

The wait period for TAP and TRP is the 90 day Orientation and Review Period. After the completion of the Orientation and Review period, HUCTW employees can use the TAP benefit to enroll in Harvard courses and TRP to enroll in Non-Harvard courses. The first day of class must be on or after your 90<sup>th</sup> day of employment.

### TAP Wait Period (Harvard Courses) for Faculty and Non-HUCTW Staff

| Date of Hire                          | Eligible For    |
|---------------------------------------|-----------------|
| On or before July 1 <sup>st</sup>     | Fall Semester   |
| On or before November 1 <sup>st</sup> | Spring Semester |
| On or before April 1 <sup>st</sup>    | Summer Semester |

### TRP Wait Period (non-Harvard Courses) for Faculty and Non-HUCTW Staff

Your date of hire must be 180 days before the class begins. The first day of class must be on or after your 180<sup>th</sup> day of employment.

### Wait Period & Temporary Service

A temporary employee working for Harvard (not for a temp agency) who is hired into a benefits-eligible position, without a break in service and who had the requisite hours in the Harvard temp job, can use this temp time toward the wait period. Employees must complete the 90 day Orientation and Review Period before the service credit can be added to their record.

### Wait Period & Breaks in Service

| Break in Service  | Wait Period  |
|-------------------|--|
| 30 days or more   | must fulfill wait period stated above  |
| less than 30 days | Do not need to fulfill wait period if you have previously fulfilled the wait period in a TAP & TRP eligible position |

### Wait Period Exceptions

For any certificate or professional programs eligible for TAP (through a Harvard School) held outside the regular academic semester schedule, your date of hire must be at least 90 days before the program begins. The first day of class can be on the 90<sup>th</sup> day of employment.

## Course Eligibility

---

### TAP Eligible Courses

- Harvard courses at participating schools (see Harvard Schools Participating in TAP starting on page 11)
- Harvard audited courses taken for no grade and no credit are eligible
- Harvard courses taken Pass/Fail for credit
- Harvard conferences, seminars, executive education, and certificate programs are eligible only if the program offering the course within the specific Harvard School participates in TAP. *You will need to contact the program directly to confirm their participation in TAP.*
- Online distance education courses are eligible subject to the above provisions.

### TAP Ineligible Courses

- Any course taken while in a degree program which requires full-time attendance, unless you are a full-time student at the Harvard Extension School or an employee covered under HUCTW. **Please note:** some Harvard schools do not confer degrees to TAP students. Please refer to Harvard Schools Participating in TAP: Cost, Degrees and Registration for more information.

### TRP Eligible Courses

- Graduate courses that are job-related, taken for credit and a letter grade at an accredited\* school
- Undergraduate courses that apply to a degree, taken for credit and a letter grade at an accredited\* school
- Online distance education courses are eligible subject to the above provisions.

### Exceptions

Graduate Certificate in Research Administration at Emmanuel College is exempt from above requirement.

Non-Harvard graduate courses are not required to be job-related for employees covered under HUCTW.

### TRP Ineligible Courses

- Non-Harvard audited courses taken for no letter grade and no credit
- Non-Harvard conferences, seminars, executive education and certificate programs\*\*
- Non-Harvard graduate courses which are not job-related (except for employees covered under HUCTW)
- Non-Harvard continuing education courses
- Non-Harvard undergraduate courses taken while not in a degree program
- Any course taken while in a degree program which requires full-time attendance, unless you are a full-time student at the Harvard Extension School or an employee covered under HUCTW.

\*Please refer to the U.S. Department of Education website for a listing of accredited institutions -<http://ope.ed.gov/accreditation/search.aspx>

\*\*Please see Certificate & Licensing course eligibility for Services & Trades employees and employees covered by HUCTW on the next page.



## Course Eligibility (Cont.)

---

### Certificate & Licensing Courses

Employees covered under HUCTW and Services & Trade unions are eligible to use TAP & TRP for certificate and licensing courses. If a specific course taken at Harvard is offered through a school that does not participate in TAP, then the course cost will be reimbursed according to the Non-Harvard course reimbursement policy (see page 18 for details).

In order to be eligible, the certificate and licensing obtained must meet the following criteria:

- Must provide education that supports the core duties of an internal Harvard University position
- AND**
- Must be provided by an accredited\* institution or an institution otherwise recognized by the license-granting body

If a certificate program consists of only one course which takes more than one semester to complete, then the course will be reimbursed upon its completion and presentation of the certificate. The reimbursement request is to be submitted within 60 days of the successful completion of the entire program. Please refer to page 18 for information on the reimbursement process including required documentation.

A certificate program that consists of more than one course will be reimbursed at the successful completion of each course that is a part of the certificate program. The reimbursement request is to be submitted within 60 days of the successful completion of each course in the program. Please refer to page 18 for information on the reimbursement process including required documentation.

\*Please refer to the U.S. Department of Education website for a listing of accredited institutions -<http://ope.ed.gov/accreditation/search.aspx>

## Credit Limits

The number of credits you can take in any given semester (or quarter) is based on your length of service, your employee classification, and whether the course is a Harvard or Non-Harvard course. **Please note**, Harvard Extension School course limits are based on number of courses, not credits. References to the Harvard Extension School in the chart below also apply to Harvard Summer School.

| Employee Classification  | Harvard Credit/Course Limits   | Non-Harvard Credit Limits   |
|--|--|---|
| <b>HUCTW Bargaining Unit</b>   | Ten (10) credits per semester (30 credits per calendar year) <b>or</b> up to two (2) courses per semester (6 courses per calendar year) at the Harvard Extension School                | 90% reimbursement for eligible courses up to \$5,250 per calendar year regardless of number of credits taken.   |
| <b>Services &amp; Trades Hourly:</b><br>Security, Parking & Museum Guards<br>Custodians<br>Dining Services<br>HU Police<br>Trades (Carpenters, Electricians, etc.)<br>Arboretum            | <b>Less than one (1) year of service:</b><br>Four (4) credits per semester (12 credits per calendar year), <b>or</b> one (1) course at the Harvard Extension School                    | Once wait period is met, eight (8) credits per semester or quarter (up to three quarters per calendar year) reimbursed at 75% up to \$5,250 per calendar year |
|  | <b>1-15 years of service*:</b><br>Eight (8) credits per semester (24 credits per calendar year, <b>or</b> two (2) courses at the Harvard Extension School                              |   |
|  | <b>More than 15 years of service*:</b><br>Eight (8) credits per semester, four (4) credits are free; <b>or</b> two (2) courses at the Harvard Extension School, one (1) course is free |   |
| <b>Administrative, Teaching &amp; Research:</b><br>Administrative & Professional<br>All Faculty Non-Bargaining Union Non-Exempt<br>Internal Post Doc<br>External Post Doc Harvard Research | <b>Less than one (1) year of service:</b><br>Five (5) credits per semester, <b>or</b> one (1) course at the Harvard Extension School   | Once wait period is met, 10 credits per semester or quarter (up to three quarters per calendar year) reimbursed at 75% up to \$5,250 per calendar year        |
|  | <b>1-15 years of service*:</b><br>10 credits per semester, <b>or</b> two courses at the Harvard Extension School   |   |
|  | <b>More than 15 years of service*:</b><br>10 credits per semester, five (5) credits are free; <b>or</b> two (2) courses at the Harvard Extension School, one (1) course is free        |   |

\* If your service anniversary at 1 or 15 years falls within the drop/add period of a current semester, you are eligible for the higher credit limit and benefit that semester.

## Credit Limits (Cont.)

| Employee Classification   | Harvard Credit/Course Limits  | Non-Harvard Credit Limits |
|---|---|---------------------------|
| <b>Part-Time Employees:</b><br>Part-time Service & Trades<br>Limited Regulars<br>Extended Part-Time Employees (EPEs)  | Once wait period is met, four (4) credits per semester; <b>or</b> one (1) course at the Harvard Extension School  | Not Eligible              |
| <b>Retirees:</b><br>Those who, at the time of retirement or termination from the University, were at least age 55 with a minimum of 10 years of participation service | <b>10-15 years of service:</b><br>Eight (8) credits per semester, <b>or</b> two (2) courses at the Harvard Extension School   | Not Eligible              |
|   | <b>More than 15 years of service:</b><br>Eight (8) credits per semester, four (4) credits are free; <b>or</b> two (2) courses at the Harvard Extension School, one (1) course is free |                           |

### Harvard and Non-Harvard Courses Taken in the Same Semester

You can take both Harvard and Non-Harvard courses in the same semester provided you are eligible for both and have the available credits.

### Prior Service

Benefits Eligible service from prior employment at the University will count toward determining your credit limit. In regard to TAP/TRP, you receive benefits eligible service for each month you are an active paid employee in one of the TAP/TRP eligible job classifications

### Enrollment Periods and Counting Your Credit Limit

The Tuition Plan year is based on the calendar year (January to December). You are entitled to reimbursement for up to **three** distinct enrollment periods per calendar year, whether your school is on a semester or quarter system. Your credit limit (course limit for Harvard Extension School) is available to you for up to three semesters or quarters in which you enroll in courses, per calendar year.

If you are taking non-Harvard courses on a quarter system and you do not reach your per quarter credit limit, you cannot transfer any unused credits to a fourth quarter.

To determine when you have reached your credit limit (or course limit for Harvard Extension School) for any given semester or quarter, you must count credits for that particular enrollment period based on the **start date of the course(s), not the end date of the course(s)**.

### Enrollment Periods and Counting Your Credit Limit (Cont.)

If you attend a school on a quarter system, you are eligible to enroll in courses up to your credit limit per quarter for three quarters of the calendar year. You must count credits for that particular enrollment period based on the **start date of the course(s), not the end date of the course(s)**.

| Course Start Date          | Semester                                     |
|----------------------------|--|
| September through December | Included in credit limit for Fall Semester   |
| January through April      | Included in credit limit for Spring Semester |
| May through August         | Included in credit limit for Summer Semester |

### Doctoral Fees

Job-related\* doctoral dissertation fees are covered under the Tuition Plans for up to three semesters. The semesters need not be taken consecutively, but academic work must be completed within a three-year period from the initial semester you are charged fees.

\*Not required to be job-related for employees covered under HUCTW

| Harvard Schools that <u>do not</u> participate in TAP   |
|---|
| <ul style="list-style-type: none"><li>- Executive Education/Professional Development Programs</li><li>- Harvard Business School</li><li>- Harvard School of Dental Medicine</li></ul> |



### Arnold Arboretum Adult Education

(617) 384-5277

<http://my.arboretum.harvard.edu>

**Participates in TAP:** Yes. You can take courses on a rolling basis.

**Current TAP Fee:** \$20

**Confers Degrees or Certificates to TAP Students:** Offers no degrees or certificates.

**Registration Process:** Each TAP applicant must submit a completed course registration form, a completed TAP form with the appropriate signatures, and the TAP administrative fee of \$20.

**Submit materials to:** Adult Education Department  
Arnold Arboretum  
125 Arborway  
Jamaica Plain, MA 02130

---

### Divinity School

(617) 495-5760

[www.hds.harvard.edu](http://www.hds.harvard.edu)

**Participates in TAP:** Yes. You can enroll in courses as a non-degree student.

**Current TAP Fee:** 10% of course cost

**Confers Degrees or Certificates to TAP Students:** Yes, if you are deemed eligible pursuant to the employee eligibility provisions of the University TAP program, you may utilize TAP for up to four half courses while enrolled in a degree program

**Registration Process:** Bring TAP paperwork to the first day of class to be signed by the instructor. Submit TAP paperwork to the Assistant Registrar. Contact the Registrar for complete registration information.

**Submit materials to:** Registrar's Office  
Divinity Hall, Room 208  
14 Divinity Avenue  
Cambridge, MA 0213

## Harvard Course Registration & Schools Participating in TAP (Cont.)

---

### Extension School

(617) 495-4024

[www.extension.harvard.edu](http://www.extension.harvard.edu)

**Participates in TAP:** Yes. You can enroll in courses as a non-degree student.

**Current TAP Fee:** \$40

**Confers Degrees or Certificates to TAP Students:** Yes. You can use TAP toward a degree or certificate.

**Registration Process:** You can register online at [www.extension.harvard.edu](http://www.extension.harvard.edu). If you have not previously registered for Extension or Summer School courses, please register as a new student. Your name and date must match exactly the information on record with the Benefits Office. After choosing your courses, select “Apply TAP” to complete the online TAP form. Your TAP benefit will be automatically credited to your tuition charges during the online payment process.

If you do not have access to a computer to register online, please contact the Extension School for assistance.

**January Session:** January Session courses count toward the spring term TAP total.

**Late Registration Fee:** If you are registering late, you are responsible for any late registration fees.

**No Refunds of TAP Fee:** The TAP fee is nonrefundable unless you have been closed out of all courses or a course has been cancelled.

---

### Harvard Summer School

(617) 495-4024

[www.summer.harvard.edu](http://www.summer.harvard.edu)

**Participates in TAP:** Yes. You can enroll in courses as a non-degree student.

**Current TAP Fee:** \$40 per course, or \$80 for an 8 credit course

**Confers Degrees or Certificates to TAP Students:** No. However, many Summer School courses count toward Extension School degrees and Certificates. See Harvard Extension School above.

**Registration Process:** See Harvard Extension School Registration Process above.

**Late Registration Fee:** If you are registering late, you are responsible for any late registration fees.

**No Refunds of TAP Fee:** The TAP fee is nonrefundable unless you have been closed out of all courses or a course has been cancelled.

## Harvard Course Registration & Schools Participating in TAP (Cont.)

---

### **Graduate School of Arts and Sciences (FAS)**

Includes Harvard John A. Paulson School of Engineering & Applied Sciences (SEAS)  
(617) 495-1519

[www.gsas.harvard.edu](http://www.gsas.harvard.edu)

**Participates in TAP:** Yes. You can enroll in courses as a non-degree student.

**Current TAP Fee:** 10% of course cost

**Confers Degrees or Certificates to TAP Students:** Yes. If admitted to a degree program as a part-time student you can use TAP while an employee.

### **Registration Process:**

- Fill out the TAP form for Harvard Courses. Forms can be located and printed at <http://hr.harvard.edu/tuition-assistance>
- Fill out one form for each class taken
- Have your immediate supervisor or your HR officer sign the TAP form
- Have the instructor for the course sign the TAP form
- Retirees must receive an approval signature on the form from the Benefits office
- Fill out the specific registration form for the Graduate School of Arts and Sciences
- Submit materials to:

FAS, Registrar's Office  
Richard A. and Susan F. Smith Campus Center  
1350 Massachusetts Avenue, Suite 450  
Cambridge, MA 02138

### **Cost of the Course**

Your cost is 10% of the course cost. You must pay the registrar at the time of registration. Contact the Registrar of the Graduate School you will be attending for the current cost of Graduate courses. There is no Harvard University payroll deduction for the cost of tuition or fees that you owe.

### **Level of Benefit for Harvard Courses**

TAP benefits paid on your behalf for Harvard Courses in any calendar year may exceed the federal and state income tax exclusion threshold of \$5,250 per year (reimbursement for Non-Harvard courses is capped at \$5,250). See **Taxes & TAP** (page 20) for more information.

### **Registration and Late Fees**

Contact the Registrar of the particular Graduate School you will be attending for applicable registration fees, including late fees and refunds, for dropped courses, if any.

**Additional Information:** Former Special Students, or students who have taken FAS courses under the Tuition Assistance Plan (TAP), who are admitted to degree programs may be eligible to apply for academic credit for their Special Student or TAP coursework after completion of one term in GSAS.

## Harvard Course Registration & Schools Participating in TAP (Cont.)

---

### Graduate School of Design

(617) 496-1237

[www.gsd.harvard.edu](http://www.gsd.harvard.edu)

**Participates in TAP:** Yes. You can enroll in courses as a non-degree student.

**Current TAP Fee:** 10% of course cost

**Confers Degrees or Certificates to TAP Students:** No, if admitted to a degree program you cannot use TAP.

#### Registration Process:

- Fill out the TAP form for Harvard Courses. Forms can be located and printed at <http://hr.harvard.edu/tuition-assistance>
  - Fill out one form for each class taken
  - Have your immediate supervisor or your HR officer sign the TAP form
  - Have the instructor for the course sign the TAP form
  - Retirees must receive an approval signature on the TAP form from the Benefits office
  - Fill out the specific registration form for the Graduate School of Design
  - Submit materials to:
    - Office of the Registrar
    - 48 Quincy Street, Room 422
- 

### Graduate School of Education (GSE)

(617) 495-3419

<http://www.gse.harvard.edu/about/administration/registration/tap/index.html>

**Participates in TAP:** Yes. You can enroll in courses as a non-degree student.

**Current TAP Fee:** 10% of course cost

**Confers Degrees or Certificates to TAP Students:** Yes. If admitted to a degree program you can use TAP.

#### Registration Process:

- Fill out the TAP form for Harvard Courses. Forms can be located and printed at <http://hr.harvard.edu/tuition-assistance>
  - Fill out one form for each class taken
  - Have your immediate supervisor or your HR officer sign the TAP form
  - Retirees must receive an approval signature on the TAP form from the Benefits office
  - Complete the Online Poll on Non-Degree Registration Day (<http://www.gse.harvard.edu/registrar/tap>).
  - After you have registered, have the instructor for the course sign the TAP form
  - The completed TAP forms along with the TAP Fee are due on Course Enrollment Day and can be submitted to:
    - Office of the Registrar
    - Longfellow Hall 009
    - Cambridge, MA 02138
-



## Harvard Course Registration & Schools Participating in TAP (Cont.)

---

### Harvard College Undergraduate (FAS)

(617) 495-1519

[www.fas.harvard.edu](http://www.fas.harvard.edu)

**Participates in TAP:** Yes. You can enroll in courses as a non-degree student.

**Current TAP Fee:** 10% of course cost

**Confers Degrees or Certificates to TAP Students:** No. You may take courses using TAP but not towards a Harvard College degree.

#### Registration process:

- Fill out the TAP form for Harvard Courses. Forms can be located and printed at <http://hr.harvard.edu/tuition-assistance>
- Fill out one form for each class taken.
- Have your immediate supervisor or HR officer sign the TAP form
- Have the Instructor for course at FAS/Harvard College sign the TAP form
- Retirees must receive an approval signature on the TAP form from the Benefits office
- Fill out required FAS registration form
- Submit materials to:

FAS, Registrar's Office  
Richard A. and Susan F. Smith Campus Center  
1350 Massachusetts Avenue, Suite 450  
Cambridge, MA 02138

**Additional Information:** Contact the FAS Registrar for applicable registration fees, including late fees, and refunds for dropped courses, if any.

---

### Harvard Law School

(617) 495-4612

[www.law.harvard.edu](http://www.law.harvard.edu)

**Participates in TAP:** Yes. Contact the Law School JD Admissions Office for further information.

**Current TAP Fee:** Call the Law School JD Admissions Office

**Confers Degrees or Certificates to TAP Students:** No

**Registration Process:** Harvard employees applying under the TAP and J.D. students at other law schools who wish to take one course offered at HLS that is not offered at their law school should file a completed application for single course non-matriculating status with the J.D. Admissions Office at least two weeks before classes are scheduled to begin.

**To be eligible, applicants must have completed their first law degree or be currently in a J.D. program.** Additionally, J.D. students at other law schools must have permission from their current law school to attend and receive credit toward their degrees. Please contact the Law School Admissions Office if you have questions concerning non-matriculating student status or to receive an application ([www.law.harvard.edu/admissions/jd/spv.php](http://www.law.harvard.edu/admissions/jd/spv.php)).

## Harvard Course Registration & Schools Participating in TAP (Cont.)

---

### Harvard Medical School (HMS)

(617) 432-1515

[www.hms.harvard.edu](http://www.hms.harvard.edu)

**Participates in TAP:** Yes (restricted course offerings; check with Registrar's Office)

**Current TAP Fee:** 10% cost per credit per course

**Confers Degrees or Certificates to TAP Students:** No, if admitted to a degree program you cannot use TAP.

**Registration Process:** Contact HMS Human Resources Office for paperwork and approval.

**Submit materials to:** Office of Human Resources  
Gordon Hall, Room 150  
25 Shattuck Street  
Boston, MA 02115  
(617) 432-2035

---

### Harvard Kennedy School

(617) 495-1155

[www.hks.harvard.edu](http://www.hks.harvard.edu)

**Participates in TAP:** Yes. You can enroll in courses as a non-degree student.

**Current TAP Fee:** 10% of course cost

**Confers Degrees or Certificates to TAP Students:** Yes, Mid-Career Master of Public Administration only. TAP is not applicable to any other degree programs at Harvard Kennedy School.

**Registration Process:** Students should bring their TAP form to class to be signed by the instructor. Return it to the HKS Office of the Registrar (follow the HKS cross-registration schedule for dates and deadlines).

**Submit materials to:** Harvard Kennedy School  
Office of the Registrar  
124 Mount Auburn Street—Suite 165  
Cambridge, MA 02138

## Harvard Course Registration & Schools Participating in TAP (Cont.)

---

### Office for the Arts

Ceramics: (617) 495-8680

Dance: (617) 495-8683

General: [ofa.fas.harvard.edu/](http://ofa.fas.harvard.edu/)

Ceramics: [ofa.fas.harvard.edu/ceramics/](http://ofa.fas.harvard.edu/ceramics/)

Dance: [ofa.fas.harvard.edu/dance/](http://ofa.fas.harvard.edu/dance/)

**Participates in TAP:** Yes

**Current TAP Fee:** \$40 + lab fees for Ceramics classes

**Confers Degrees or Certificates to TAP students:** No

### Registration Process:

**Ceramics:** If you are enrolling in two classes, you need two TAP forms.

**Submit materials to:** Ceramics Program

224 Western Avenue

Allston, MA 02134

**Dance:** Bring your completed TAP form with supervisor's signature. Classes will be determined by participant's level of expertise.

**Submit materials to:** Dance Program

60 Garden Street

Cambridge, MA 02138

---

### T.H. Chan School of Public Health

(617) 432-1032

[Registrar@hsph.harvard.edu](mailto:Registrar@hsph.harvard.edu)

**Participates in TAP:** Yes. You can enroll in courses as a non-degree student.

**Current TAP Fee:** 10% of course cost

**Confers Degrees or Certificates to TAP students:** Yes, if admitted to a degree program you can use TAP.

### Registration Process:

#### Non-Degree Students:

- Submit Step 1 application using the website <https://www.hsph.harvard.edu/registrar/non-degree-students/nd-academic-year/tap/>.
- Fill out the TAP form for Harvard Courses. Forms can be located and printed at <http://hr.harvard.edu/tuition-assistance>
- Fill out the [Guest Registration Form](#), including signature(s) of approval from the instructor(s) of the course(s).

#### Degree Students:

- Fill out the TAP form for Harvard Courses. Forms can be located and printed at <http://hr.harvard.edu/tuition-assistance>

For any questions, please contact: Registrar's Office  
Kresge Building Room G4  
677 Huntington Avenue  
Boston, MA 02115

## Non-Harvard Course Registration & Reimbursement

---

The course must be taken toward the completion of a degree if taken for undergraduate credit. All courses for graduate credit must be job-related\* unless you are covered by HUCTW in which case the course does not have to be job-related.

You must complete the registration and payment process for the specific college or university that you are attending.

### Covered by HUCTW Bargaining Unit

If you are covered by HUCTW, you will be reimbursed 90% of your out-of-pocket tuition\*\* costs up to \$5,250 per calendar year. You must receive a passing grade at the institution where the course is taken. All required documentation (outlined below) must be submitted to Crosby Benefit Systems within 60 days of the last day of the course (for incomplete grades, see below).

### Not Covered by HUCTW Bargaining Unit

If you are not covered by HUCTW, you will be reimbursed 75% of your out-of-pocket tuition\*\* costs up to \$5,250 per calendar year. You must receive a grade of C or better (C- is not eligible) for undergraduate and B or better (B- is not eligible) for graduate courses in order to qualify for reimbursement. *All required documentation (outlined below) must be submitted to Crosby Benefit Systems within 60 days of the last day of the course.*

### Required Documentation:

- A completed Tuition Reimbursement Plan (TRP) form for each course, signed by your immediate supervisor or HR officer
- Copy of your grade from a transcript, letter from the instructor or mailed copy
- Proof of the cost of the course (bursar's bill or catalogue page)
- Proof of payment for the course

Submit all paperwork to: Crosby Benefit Systems  
27 Christina Street  
Newton, MA 02461  
(617) 928-0001 Fax

### Incomplete Grades

If you receive an incomplete grade for a course, you must notify Crosby Benefits or Harvard Benefits within 60 days of the last day of class to make arrangements for reimbursement upon successful completion of the course.

You must make up the incomplete within the time-frame given to you by the registrar of the school where you have received the incomplete.

Once you have made up your incomplete, you must submit the TAP form and the proper reimbursement documents to Crosby Benefits within 60 days of the extended deadline granted by the school.

\*A course is considered to be job-related if it maintains or improves the skills required for an individual's employment in a current job at Harvard; it meets the express requirements set forth in the employee's job description and terms of employment in order to retain the current job, status or rate of pay; or if an undergraduate course, it must lead to an undergraduate degree.

\*\*To determine out-of-pocket cost, the listed tuition or course cost is reduced by any grants to participant or other funding sources.

**There is no reimbursement for any fees.**

## Non-Harvard Course Registration & Reimbursement (Cont.)

---

### Reimbursement Timeline

| All Necessary Documentation                   | Reimbursement Mailed  |
|---|---|
| Received by the 15 <sup>th</sup> of the month | Check mailed or direct deposited Last day of the month                          |
| Received by the last day of the month         | Check mailed or direct deposited on the 15 <sup>th</sup> of the following month |

## Additional Information

---

### Taxes & TRP

You should not owe taxes on Non-Harvard courses because the reimbursement limit for Non-Harvard courses is \$5,250 per calendar year. Therefore, the subsidized portion of the course cost (75% of the cost of the course or 90% if you are HUCTW staff) cannot exceed the taxable threshold of \$5,250

### Taxes & TAP

If your TAP benefit for undergraduate or graduate courses at Harvard exceeds \$5,250 in a calendar year, you will owe Federal and State taxes on that excess amount.

Any taxes you owe for a given calendar year are paid at the time you file your income tax return.

The University will send you an IRS Form 1098-T. This form is a receipt for what you paid directly and for what was paid indirectly on your behalf.

If what was paid indirectly on your behalf by TAP is above the \$5,250 threshold, you will owe taxes on that amount when you file your return.

The benefit is the actual dollar cost paid on your behalf to subsidize the total cost of courses. This does not include what you have paid.

### Education Assistance Funds

#### Administrative & Professional and Non-Bargaining Unit Support Staff

The Education Assistance Fund supplements financial support from your department or TRP for Non-Harvard courses.

The Education Assistance Fund helps cover the cost of work-related classes, seminars or conferences, certificate programs, or test preparation courses. Harvard Courses are not covered by the Education Assistance Fund.

Employees are eligible for awards for up to three courses per fiscal year (July 1 to June 30).

For specific information on the Education Assistance Fund, guidelines, and application based on your employee class, contact the Education Assistance Fund at (617)495-1850 or go to the HARVie web site:

<http://hr.harvard.edu/tuition-assistance>

#### Harvard Union of Clerical and Technical Workers (HUCTW)

The Education Fund assists several educational and career development needs, increasing the opportunities for support staff to pursue further education.

To be eligible for the Education Fund, you must be part of the HUCTW bargaining unit. For specific information on the Education Assistance Fund, guidelines, and application contact HUCTW at (617)661-8289 or go to the HARVie web site:

<http://hr.harvard.edu/tuition-assistance>

### Contact Information

Harvard Human Resources, Benefits

114 Mt. Auburn Street, 4<sup>th</sup> Floor Cambridge, MA 02138

Phone: (617)496-4001 Fax: (617)496-3000 Email: [benefits@harvard.edu](mailto:benefits@harvard.edu)

Crosby Benefit Systems

27 Christina Street Newton, MA 02461

Phone: (866)918-9711 Fax: (617)928-0001