



TUITION ASSISTANCE PROGRAM & TUITION REIMBURSEMENT PROGRAM

Harvard University

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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.

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.

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 Admin & Professional Non-Bargaining Unit Non-Exempt Support Staff Harvard Union of Clerical & Technical Workers (HUCTW) Support Staff Internal Post Doc (Harvard Research) External Post Doc (Harvard Research) Harvard University Police (HUPA) Security, Parking, Museum Guards (HUSPMGU)	17.5 hours
Service & Trade Hourly: Dining Services (eligible during months of <u>regularly scheduled</u> non-employment)	20 Hours
Custodial Services, Electricians & Carpenters (ATC), and 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 90th day of employment.

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

Date of Hire	Eligible For
On or before July 1 st	Fall Semester
On or before November 1 st	Spring Semester
On or before April 1 st	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 180th 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 90th 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
 - o Courses that are available only as pass/fail may be eligible provided they are taken for credit and meet all other criteria. You will need to provide a letter from your school stating the course is available only as pass/fail and that it was taken for credit.
- Undergraduate courses that apply to a degree, taken for credit and a letter grade at an accredited* school
 - o Courses taken pass/fail may be eligible provided they are taken for credit and apply toward a degree. You will need to provide a letter from your school indicating you are enrolled in a degree program and the course(s) apply toward your degree.
- 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 and Office for the Arts 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
HUCTW Bargaining Unit	Ten (10) credits per semester (30 credits per calendar year) or up to two (2) courses per semester (6 courses per calendar year) at the Harvard Extension School or Office for the Arts	90% reimbursement for eligible courses up to \$5,250 per calendar year regardless of number of credits taken.
Services & Trades Hourly: Security, Parking & Museum Guards Custodians Dining Services HU Police Trades (Carpenters, Electricians, etc.) Arboretum	Less than one (1) year of service: Four (4) credits per semester (12 credits per calendar year), or one (1) course at the Harvard Extension School or Office for the Arts	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
	1-15 years of service*: Eight (8) credits per semester (24 credits per calendar year), or two (2) courses at the Harvard Extension School or Office for the Arts	
	More than 15 years of service*: Eight (8) credits per semester, four (4) credits are free; or two (2) courses at the Harvard Extension School or Office for the Arts, one (1) course is free	
Administrative, Teaching & Research: Administrative & Professional All Faculty Non-Bargaining Union Non-Exempt Internal Post Doc External Post Doc Harvard Research	Less than one (1) year of service: Five (5) credits per semester, or one (1) course at the Harvard Extension School or Office for the Arts	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
	1-15 years of service*: 10 credits per semester, or two courses at the Harvard Extension School or Office for the Arts	
	More than 15 years of service*: 10 credits per semester, five (5) credits are free; or two (2) courses at the Harvard Extension School or Office for the Arts, 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
Part-Time Employees: Part-time Service & Trades Limited Regulars Extended Part-Time Employees (EPEs)	Once wait period is met, four (4) credits per semester; or one (1) course at the Harvard Extension School	Not Eligible
Retirees: Those who, at the time of retirement or termination from the University, meet post-retirement health eligibility.	10-15 years of service: Eight (8) credits per semester, or two (2) courses at the Harvard Extension School	Not Eligible
	More than 15 years of service: Eight (8) credits per semester, four (4) credits are free; or 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 Course Registration & Schools Participating in TAP

Visit the Tuition Program Self Service Site (benstrat.com/harvard) to complete and print the online Tuition Assistant Form.

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

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

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 a maximum of 32 units (eight 4-union courses).

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

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. 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

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

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

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
Cambridge, MA 02138

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

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

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).

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

Harvard Medical School (HMS)

(617) 432-1515

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

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/

Ceramics: ofa.fas.harvard.edu/ceramics/

Dance: 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

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:**
 - o Submit the non-degree online application using the Registrar's Office [website](#).
- **Degree and Non-Degree Students:**
 - o Complete a TAP form for each course. Forms are available on the Tuition Portal (benstrat.com/Harvard).
 - o Have your immediate supervisor or your HR officer sign the form.
 - o Bring the TAP form to class to be signed by the instructor and submit the completed form to the registrar's office.

Submit materials to: Registrar's Office
Kresge Building Room G4 Suite
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 Benefit Strategies, LLC (BSL) 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 Benefit Strategies, LLC (BSL) within 60 days of the last day of the course.

Reimbursement Process

Visit the Tuition Program Self Service Site (benstrat.com/harvard) for detailed instructions on filing for reimbursement, and to complete the online Tuition Reimbursement Form.

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 BSL by uploading it via the Tuition Program Self Service Site. If you are unable to upload your documents you have the following options:

- Mail: Benefit Strategies, LLC
PO Box 1300
Manchester, NH 03101
- Fax: 603-232-1854
- Email: hvdtuition@benstrat.com

Incomplete Grades

If you receive an incomplete grade for a course, you must notify BSL 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 BSL 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 th 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 th 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 courses at Harvard (excluding what you paid) exceeds \$5,250 in a calendar year, you may owe federal and state taxes on that excess amount.

Harvard Union of Clerical and Technical Workers (HUCTW) Education Assistance Fund

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>

Tuition Program Contact Information

Harvard Human Resources, Benefits

114 Mt. Auburn Street, 4th Floor Cambridge, MA 02138

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

Benefit Strategies, LLC

PO Box 1300 Manchester, NH 03101

Phone: (855) HVD-FLEX Fax: (603) 232-1854 Email: hvdtuition@benstrat.com