Commonly asked questions by Education Fund Applicants

When are Education Fund applications available?

*The Ed Fund operates on a traditional semester (Fall, Spring, Summer) system. Applications for the Fall must be submitted by January 10th, for Spring by June 10th, and for Summer by September 10th. Those who are pursuing classes on another timetable should call the Union office.*

When do I become eligible for the Education Fund?

*There is no service requirement. All staff in the HUCTW bargaining unit are eligible upon hire.*

Where can I get an application?

*Applications are available at the following locations: Benefits Office, Holyoke Center 6th floor; Human Resource offices of the Medical School, School of Public Health, and NERPRC. If you work outside of Boston/Cambridge you may call the Union office at 617-661-8289, ext. 29 for an application or e-mail us at edfund@huctw.org. You can now download the application and guidelines off Harvie and on the HUCTW website.*

How many classes can I take?

*You may take one (1) class per semester.*

What kinds of classes are covered? Are seminars covered? Distance Learning? Certificates?

*We cover classes for Associate, Bachelor, Master and Doctoral programs, certificate programs, distance learning, seminar/conference costs, test preparation courses. Classes taken inside Harvard are not covered. If you are considering a class not named above please call the Union office at 617-661-8289, ext. 29 or e-mail edfund@huctw.org.*

Does the class have to be job related?

*No. The definition of eligibility is “does it aid in the pursuit of a career at Harvard,” rather than does it apply to the job you are in currently; as an example, a lab technician taking classes toward a degree in counseling at Lesley University would be eligible. The Fund does also support classes that are job related.*
Does it have to be towards a degree?

_Not necessarily. In addition to covering Associate, Bachelor, Masters, and PhD. degrees, we also cover certificate programs, test preparation, and professional accreditation._ If you are considering a class which does not fall into one of the above categories please call the Union office.

When and how are awards made?

_Recipients are notified of their award by letter, typically about 7-8 weeks after the application deadline. Award monies are delivered in your Harvard paycheck._

How much will I get?

_The Education Fund awards 50% of the cost of tuition (less TAP, scholarships or other support). We do not cover any fees (with the exception of certain Massachusetts state college fees), or materials costs._

Are there any taxes?

_Yes. Withholding taxes are applied at the time the award money is delivered. Awards are taxed at the extra compensation rate (about 41%)._

Does the Fund cover textbooks?

_The Education Fund does not cover costs for books or other materials._

Does the Fund cover Harvard classes?

_The Education Fund does not cover Harvard classes or TAP fees._

Can I apply for both TAP and the Education Fund?

_Yes, provided that you meet the eligibility criteria. If you are taking one (1) class you should apply to both funds. If you are taking two (2) or more classes you can maximize your benefit by applying to the Ed Fund for one class and TAP for any others._