



HARVARD HUMAN RESOURCES

Benefits



TUITION ASSISTANCE PROGRAM
TUITION REIMBURSEMENT PROGRAM

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Tuition Assistance Program

Harvard's Tuition Assistance Program (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 employees including professional & administrative, support, hourly, and faculty. Please refer to [pages 2 & 3](#) for eligibility requirements.

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

Tuition Reimbursement Program

Harvard's Tuition Reimbursement Program (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 employees including professional & administrative, support, hourly, and faculty. Please refer to [page 2 and 3](#) for eligibility requirements.

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

Questions?

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

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

Eligibility

In order to be eligible for TAP and TRP, you must be an active Harvard employee in a paid benefits-eligible position on Harvard's regular payroll, in an eligible employee classification, and you must have the minimum required hours (see chart on next page) 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 are active Harvard employees who have worked a minimum of 360 hours in a 9-month period in the previous fiscal year (July 1 through June 30). The Office of Labor and Employee Relations will notify you annually if you are eligible for EPE benefits. EPEs are NOT eligible for TRP.

Full-Time Student Status Employees covered under HUCTW can use TAP and TRP while enrolled as a full-time student in a degree program. *Please note*, some Harvard schools do not confer degrees to students using TAP nor allow full-time students to use TAP. For more information go to "Harvard Schools Participating in TAP" on [page 12](#). Employees who are not covered under HUCTW cannot use TAP or TRP while enrolled as a full-time student except at Harvard Extension School.

Paid Leave of Absence Employees on a paid leave of absence are eligible provided they meet the eligibility requirements outlined above, and in the chart on the next page.

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

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
- Employees on Long Term Disability
- Employees on Workers Compensation
- Temporary Student
- Intern
- Harvard Graduate Student Fellowship (Includes Full-time)
- Spouses and Dependents of Employees
- Employees who are on an unpaid leave of absence or unpaid sabbatical at any time during a non-Harvard course
- Employees who are on an unpaid leave of absence or unpaid sabbatical as of the first day of a Harvard course
- Employees who terminate or become ineligible at any time during a non-Harvard course
- Employees who are terminated or ineligible as of the first day of a Harvard course

Eligibility

Classifications are for the purpose of the Tuition Program	
Employee Classification	Minimum Required Hours Per Week
Part-time Service & Trades (Limited Regulars)	16
Faculty (including Junior Faculty and Other Faculty) Administrative & Professional Non-bargaining Unit Non-exempt Non-union Support Staff HUCTW Support Staff Internal Post Doc doing Harvard Research External Post Doc doing Harvard Research Harvard University Police (HUPA) Security, Parking, & Museum Guards (HUSPMGU)	17.5
Service & Trade Hourly Dining Services employees are eligible during months of <i>regularly scheduled</i> non-employment	20
Custodial Services, Electricians & Carpenters (ATC), and Arnold Arboretum	More than 20

Wait Periods

You must fulfill a wait period in an eligible employee position before you can participate in TAP and TRP.

HUCTW Staff

The wait period for TAP and TRP is the 90-day Orientation and Review Period (O&R). After the completion of the O&R, you can use the TAP benefit to enroll in Harvard courses and the TRP benefit to enroll in eligible non-Harvard courses. The first day of class must be on or after your 90th day of benefits-eligible employment.

Faculty and Non-HUCTW Employees

TAP	
Date of Hire	Eligible For
On or before July 1st	Fall semester
On or before November 1st	Spring semester (includes January session)
On or before April 1st	Summer Semester
TRP	
There is a 180-day wait period. The first day of class must be on or after your 180th day of employment in a benefits-eligible position.	

Breaks in Service

Length of Break	Wait Period
Less than 30 days	Do not need to fulfill wait period if previously fulfilled in a TAP/TRP-eligible position
30 days of more	Must fulfill wait period

Temporary Service

A temporary employee working for Harvard with the requisite hours who is hired into a benefits-eligible position without a break in service can use this temp time toward fulfilling the wait period. The employee must complete the 90-day Orientation & Review period before they can be credited with the service.

Exception

For Certificate or professional programs offered through a Harvard school that participates in TAP and held outside the regular academic 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
<ul style="list-style-type: none"> • Courses at participating Harvard schools (See Harvard Schools Participating in TAP starting on page 12), including audited courses taken for no grade or no credit, and courses taken pass/fail for credit • Harvard conferences, seminars, executive education, and certificate programs only if the program offering the course within the specific school participates in TAP. Contact the program to confirm their participation in TAP • Online distance education courses, subject to the above provisions
Ineligible Courses
<ul style="list-style-type: none"> • Courses taken while in a degree program that requires full-time attendance unless you are a full-time student at the Harvard Extension School, or an employee covered under HUCTW <p><u>Note:</u> Some Harvard schools do not confer degrees to TAP students. Refer to Harvard Schools Participating in TAP on page 12 for more information.</p>
TRP
Eligible Courses
<ul style="list-style-type: none"> • Graduate courses that are job-related* taken at an accredited institution † for credit and a letter grade‡ • Undergraduate courses that apply toward a degree taken at an accredited institution† for credit and a letter grade‡ • Online distance education courses, subject to the above provisions
Ineligible Courses
<ul style="list-style-type: none"> • Audited courses taken for no credit and no letter grade • Conferences, seminars, executive education, and certificate programs§ • Graduate courses that are not job-related,* unless you are covered by HUCTW • Continuing education courses • Undergraduate courses taken while not enrolled in a degree program • Any course taken while in a degree program that requires full-time attendance (does not apply to employees covered under HUCTW).

* A course is considered to be job-related if it maintains or improves the skills required for an individual's employment in their current job at Harvard. See [page 10](#) for more details.

† Refer to the US Department of Education website - <http://ope.ed.gov/accreditation/search.aspx>

‡ Courses that are available only as pass/fail may be eligible provided they are taken for credit and meet all other eligibility criteria. You must provide a letter from your school stating the course is available only as pass/fail and was taken for credit.

§ Except graduate certificate in research administration at Emmanuel College. Employees covered under HUCTW and services & trades unions are eligible to use TRP for certificate programs (see next page for details).

Certificate and Licensing Programs

Employees covered under HUCTW and services & trade unions are eligible to use TAP and TRP for certificate and licensing programs. If a certificate program is taken at a Harvard school that doesn't participate in TAP, the program can be reimbursed according to the TRP reimbursement policy (see [page 19](#) for details) provided it meets program eligibility criteria.

Program Eligibility

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

- Must provide education that supports the core duty of an internal Harvard University position
- Must be provided by an accredited educational institution* or an educational institution otherwise recognized by the license-granting body for that particular trade

Certificate and Licensing Program Reimbursement Schedule

Certificate and licensing programs consisting of one course that take more than one semester to complete will be reimbursed upon completion and presentation of the certificate. The reimbursement request must be submitted within 60 days of the successful completion of the program. Please refer to pages 19 & 20 for more details on the reimbursement process, including a listing of required documentation.

Certificate and licensing programs consisting of more than one course will be reimbursed upon the successful completion of each course that is part of the program. The reimbursement request must be submitted within 60 days of the successful completion of each course. Please refer to pages 19 & 20 for more details on the reimbursement process, including a listing of required documentation.

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

Credit/Course Limits

The number of credits/courses you can take in any given is based on your years of benefits-eligible service, your employee classification, and whether the course is a Harvard (TAP) or non-Harvard course (TRP). Please note, Harvard Extension and Summer Schools (DCE) and Office of the Arts (OFA) limits are based on the number of courses, not credits.

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.

Tax Withholding and Imputed Income

Per IRS regulations, tuition benefits in excess of \$5,250 for graduate-credit courses that do not meet the IRS standard of job-relatedness are considered taxable income to the employee. Refer to [page 10](#) for details.

Employee Classification	TAP Credit/Course Limits	TRP Credit Limits
HUCTW Bargaining Unit	<ul style="list-style-type: none"> • <u>DCE or OFA</u> Two (2) courses per semester* • <u>Other Harvard participating schools</u> Ten (10) credits per semester* 	90% reimbursement up to \$5,250 per calendar year for eligible courses
Administrative, Teaching, and Research Administrative & Professional Faculty Non-Bargaining Union Non-Exempt Staff Internal Post Doc External Post Doc, Harvard Research	<ul style="list-style-type: none"> • Less than 1 year of service <ul style="list-style-type: none"> ▪ <u>DCE or OFA</u> One (1) course per semester* ▪ <u>Other Harvard participating schools</u> Five (5) credits per semester* • 1-15 years of service[†] <ul style="list-style-type: none"> ▪ <u>DCE or OFA</u> Two (2) courses per semester* ▪ <u>Other Harvard participating schools</u> Ten (10) credits per semester* • More than 15 years of service[†] <ul style="list-style-type: none"> ▪ <u>DCE or OFA</u> Same as 1-15 years of service, one (1) course per semester is free ▪ <u>Other Harvard participating schools</u> Same as 1-15 years of service, five (5) credits per semester are free 	Ten (10) credits per semester* reimbursed at 75% up to \$5,250 per calendar year

* The Tuition Program is based on the calendar year (January to December). You are entitled to reimbursement/assistance for up to three (3) distinct enrollment periods per calendar year. See [page 9](#) for more information.

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

Credit/Course Limits

Employee Classification	TAP Credit/Course Limits	TRP Credit Limits
Services & Trades Hourly HUSPMGU SEIU Dining Services HU Police ATC	<ul style="list-style-type: none"> • Less than 1 year of service <ul style="list-style-type: none"> ▪ <u>DCE or OFA</u> One (1) course per semester* ▪ <u>Other Harvard participating schools</u> Four (4) credits per semester* • 1-15 years of service[†] <ul style="list-style-type: none"> ▪ <u>DCE or OFA</u> Two (2) courses per semester* ▪ <u>Other Harvard participating schools</u> Eight (8) credits per semester* • More than 15 years of service[†] <ul style="list-style-type: none"> ▪ <u>DCE or OFA</u> Same as 1-15 years of service, one (1) course per semester is free ▪ <u>Other Harvard participating schools</u> Same as 1-15 years of service, four (4) credits per semester are free 	Eight (8) credits per semester* reimbursed at 75% up to \$5,250 per calendar year
Part-Time Services & Trades Limited Regulars Extended Part-Time Employees (EPE)	<ul style="list-style-type: none"> • Once wait period is met <ul style="list-style-type: none"> ▪ <u>DCE or OFA</u> One (1) courses per semester* ▪ <u>Other Harvard participating schools</u> Four (4) credits per semester* 	Not Eligible
Retirees Those who at the time of retirement or separation from the University were at least age 55 with a minimum of 10 years of participation service	<ul style="list-style-type: none"> • 10-15 Years of Service <ul style="list-style-type: none"> ▪ <u>DCE or OFA</u> Two (2) courses per semester* ▪ <u>Other Harvard participating schools</u> Eight (8) credits per semester* • More than 15 years of service[†] <ul style="list-style-type: none"> ▪ <u>DCE or OFA</u> Same as 10-15 years of service, one (1) course per semester is free ▪ <u>Other Harvard participating schools</u> Same as 10-15 years of service, four (4) credits per semester are free 	Not Eligible

* The Tuition Program is based on the calendar year (January to December). You are entitled to reimbursement/assistance for up to three (3) distinct enrollment periods per calendar year. Please see [next page](#) for more information.

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

Prior Service

Benefits eligible service from prior employment at the University will count towards determining your credit/course limit. For the purposes of the Tuition Program, you receive benefits eligible service for each month you are an active paid employee in a TAP/TRP-eligible job classification.

Enrollment Periods and Counting Your Credit Limit

Your per semester credit/course limit under TAP and TRP is available to you for up to three enrollment periods 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 unused credits to a fourth enrollment period.

Course Start Date	Semester
January through April	Counts toward spring semester
May through August	Counts toward summer semester
September through December	Counts toward fall semester

Doctoral Fees

Job-related* doctoral dissertation fees are covered under the Tuition Program for up to three semesters. The semesters need not be taken consecutively. However, academic work must be completed within three years from the initial semester for which you are charged fees.

* A course is considered to be job-related if it maintains or improves the skills required for an individual's employment in their current job at Harvard. See [page 10](#) for more details.

Imputed Income and Tax Withholding for Graduate-Credit Courses

Per IRS regulations, tuition benefits that exceed \$5,250 in a calendar year for graduate-credit courses are taxable unless they meet the IRS standard of job-relatedness. Participants need to substantiate the job-relatedness for each graduate-credit course taken, or indicate the course is not job-related. For courses that do not meet the IRS standard of job-relatedness, Harvard will impute income, withhold taxes, and report income on TAP benefit amounts over the annual tax-free limit of \$5,250. Refer to the Tuition Program Portal (benstrat.com/Harvard) for detailed withholding schedule information and deadlines.

Courses taken for undergraduate credit or noncredit are not subject to tax withholding and imputed income.

Verification of Job-Relatedness

Extension School – In addition to registering for courses online through the Extension School registration portal, you will need to complete a Graduate Course TAP form via the Tuition Program Portal (benstrat.com/Harvard). The form includes a job-relatedness attestation section that you will need to complete. If you indicate the course meets the IRS job-relatedness standard, you will need to list the job-related skills that will be learned in the course. The form will need to be signed by your supervisor and submitted to Benefit Strategies (BSL). If the form is not received by the stated deadline, the course will be treated as non-job-related and income will be imputed and taxes withheld from your paycheck for any tuition benefit amount in excess of the annual tax-free limit of \$5,250. Go to the Tuition Program Portal for the withholding schedule.

Other Harvard Participating Schools – You will need to complete a Graduate Course TAP form via the Tuition Program Portal (benstrat.com/Harvard). The form includes a job-relatedness attestation section which you will need to complete. You will need to indicate the job-related skills that will be learned in the course. The form must be signed by your supervisor and submitted to the Registrar's office at the time of registration. If the form is not received by the stated deadline, the course will be treated as non-job-related and income will be imputed and taxes withheld from your paycheck for any tuition benefit amount in excess of the annual tax-free limit of \$5,250. Go to the Tuition Program Portal for the withholding schedule.

Non-Harvard Schools – You will need to complete a non-Harvard Graduate Course TRP from the Tuition Program Portal (benstrat.com/Harvard). The form includes a job-relatedness attestation section that you will need to complete. You will need to indicate the job-related skills that will be learned in the course. The form will need to be signed by your supervisor and submitted to Benefit Strategies (BSL). The completed form and all supporting documentation must be submitted within 60 days of the last day of the course.

- Employees covered under HUCTW – If you are using TAP and TRP for non-job-related graduate-credit courses in the same calendar year, your reimbursement under TRP and your TAP benefit will be used in calculating the imputed income amount.
- Employees NOT covered under HUCTW – Non-Harvard graduate-credit courses **MUST** meet the IRS standard of job-relatedness in order to be eligible for reimbursement. Go to [page 5](#) for TRP course eligibility.

IRS Standard of Job-Relatedness

- The course must help maintain or improve skills required for the employee's *current job*; or
- The course must be required by Harvard or by law as a condition of employment in the employee's *current job*

Courses that are needed to meet the minimum education required for the employee's current job, or that are part of a program of study that will qualify the employee for a new trade do not meet the IRS standard of job relatedness and must be treated as taxable.

FAQs

What happens if I go on an unpaid leave of absence?

If you go on unpaid leave of absence as of the first day of a Harvard course, you will not be eligible to use TAP for that course and will be billed the full tuition.

If you are on an unpaid leave of absence at any time during a non-Harvard course, you will not be eligible for reimbursement through TRP.

What happens if I terminate employment or become ineligible for TAP and TRP after enrolling in a course?

If you are terminated or ineligible as of the first day of a Harvard course, you will not be eligible to use TAP for that course and will be billed the full tuition.

If you terminate employment or are ineligible at any time during a non-Harvard course, you will not be eligible for reimbursement through TRP.

I'm in a graduate-degree program. Are the courses taxable?

Depending on the program and your job, all, some, or none of the courses may be taxable if they exceed the \$5,250 annual tax-free limit. You will need to complete the job-relatedness section of the TAP and TRP Form for each course. Refer to [page 10](#) for more information on tax withholding and imputed income for graduate-credit courses.

I'm taking a non-Harvard course that is available only as pass/fail. Is it eligible for reimbursement even though I won't get a letter grade?

Provided the course is taken for credit and meets all other eligibility criteria outlined on [page 5](#), it may be eligible for reimbursement. In addition to the other required documentation, you will need to provide a letter from your school or instructor stating the course is available only as pass/fail and that it was taken for credit. All documentation must be submitted within 60 days of the last day of the course.

Are there ways to reduce the tax impact for non-job-related graduate-credit courses?

- If you are taking courses for personal enrichment or professional development, but not related to earning a graduate degree, you should consider registering for undergraduate credit or noncredit where available.
- For graduate-credit courses, you should consider whether the course is job related and if so, complete the job-relatedness section of the TAP form when enrolling.
- For courses that are for graduate credit and do not meet the job-related criteria, you should consider whether the courses can be distributed among more than one calendar year, in a manner that takes maximum advantage of the \$5,250 annual tax-free limit.

I am using the Tuition Reimbursement Plan (TRP) to take courses at another school. Will this impact the taxability of my TAP benefit?

It depends. For exempt staff, TRP benefits can only be used for courses that are job related, and benefits are capped at \$5,250. However, HUCTW staff may use TRP for courses that are not job related. Both TAP and TRP benefits for graduate-credit courses that are not job related count towards the annual \$5,250 tax-free limit.

Harvard Schools Participating in TAP and Registration Process

Visit the Tuition Program Portal (benstrat.com/Harvard) to complete and print the online TAP Form.

Arnold Arboretum Adult Education

(617)384-5277

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

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

TAP Fee: \$20

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

Registration Process: TAP applicants must submit a completed TAP form with the appropriate signatures and the TAP administrative fee of \$20 in advance of the class. It is best to call ahead to indicate interest. Credit card payment can be accepted by phone.

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

Harvard Schools that do not participate in TAP

- Harvard Business School
- Harvard School of Dental Medicine
- Executive Education/Professional Development Programs

Divinity School

(617)495-5760

www.hds.harvard.edu

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

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 use TAP for up to a maximum of 32 units (eight 4-unit 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
60 Oxford Street
1st Floor
Cambridge, MA 02138

Division of Continuing Education

Extension School

(617)495-4024

www.extension.harvard.edu

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

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.

Graduate-credit courses: In addition to registering online, you must complete and submit a graduate-credit course TAP form which includes a job-relatedness attestation section. Go to the Harvard Tuition Portal (benstrat.com/Harvard) for the form and instructions. If the form is not received for job-related courses by the deadline, you will be subject to imputed income and tax withholding on benefit amounts in excess of \$5,250 per calendar year. For information on tax withholding and imputed income for graduate-credit courses, refer to page 10 of this guide.

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

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.

Summer School

(617)495-4024

www.summer.harvard.edu

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

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 Extension School above.

Registration Process: See Harvard Extension School Registration Process above.

Graduate-credit courses: See Harvard Extension School 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.

Faculty of Arts and Sciences (FAS)

Graduate School of Arts and Sciences (GSAS)

(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 are available on the Tuition Portal (benstrat.com/Harvard)
- 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
- Complete 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.

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 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.

Faculty of Arts and Sciences (FAS) Continued

Harvard College Undergraduate

(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 are available on the Tuition Portal (benstrat.com/Harvard)
- Fill out one form for each class taken.
- Have your immediate supervisor or HR officer sign the TAP form
- Have the Instructor for the course at FAS/Harvard College sign the TAP form
- Retirees must receive an approval signature on the TAP form from the Benefits office
- Complete the 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

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.

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 are available on the Tuition Portal (benstrat.com/Harvard)
- 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
- Register for the course via the Graduate School of Design online registration system
- Submit signed TAP form to:

Office of the Registrar
48 Quincy Street, Room 422
Cambridge, MA 02138

Graduate School of Education

(617)495-3419

<https://registrar.gse.harvard.edu/tuition-assistance-program-tap>

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

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:

- Complete the Non-Degree Registration Poll during the relevant non-degree registration period, for each semester you intend to take a course (<https://registrar.gse.harvard.edu/non-degree-registration>).
- Fill out the TAP form for Harvard Courses. Forms are available on the Tuition Portal (benstrat.com/Harvard)
- 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
- Have the instructor for the course sign the TAP form
- The completed TAP forms along with the TAP Fee are due by the relevant semester add/drop deadline. The TAP fee can be paid via the [Student Account](https://sfs.harvard.edu/student-accounts) (sfs.harvard.edu/student-accounts). The completed TAP form can be submitted electronically to registrar@gse.harvard.edu.

Harvard Law School

(617)495-4612

www.law.harvard.edu

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

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 Medical School

(617)432-1515

www.hms.harvard.edu

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

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: Complete the TAP form for Harvard Courses. Forms are available on the Tuition Portal (benstrat.com/Harvard). Contact HMS Human Resources Office for signatures 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.

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: Complete the TAP form for Harvard Courses. Forms are available on the Tuition Portal (benstrat.com/Harvard). Bring the 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

Office for the Arts

Ceramics

(617)495-8680

ofa.fas.harvard.edu/ceramics/

Participates in TAP: Yes

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

Confers Degrees or Certificates to TAP students: No

Registration Process: Complete one TAP form per course. Forms are available on the Tuition Portal (benstrat.com/Harvard). Upload your completed TAP form with supervisor's signature to your online registration account:

<https://ofa.asapconnected.com/Default.aspx> or email it to jikim@fas.harvard.edu

Submit materials to: Ceramics Program
224 Western Avenue
Allston, MA 02134

Dance

(617)495-8683

ofa.fas.harvard.edu/dance/

Participates in TAP: Yes

TAP Fee: \$40

Confers Degrees or Certificates to TAP students: No

Registration Process: Complete one TAP form per course. Forms are available on the Tuition Portal (benstrat.com/Harvard). Bring your completed TAP form with supervisor's signature. Classes will be determined by participant's level of expertise.

Submit materials to: Harvard Dance Center
66 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

- Submit the non-degree online application using the Registrar's Office [website](#).

Degree and Non-Degree Students

- Complete a TAP form for each course. Forms are available on the Tuition Portal (benstrat.com/Harvard).
- Have your immediate supervisor or your HR officer sign the form.
- 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 and 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.

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

Covered by HUCTW Bargaining Unit

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.

Not Covered by HUCTW Bargaining Unit

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-credit courses in order to qualify for reimbursement.

Reimbursement Process

Visit the Tuition Program Portal (benstrat.com/Harvard) for detailed instructions on filing for reimbursement and to complete the online TRP Form.

Required Documentation

- A completed 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 within 60 days of the last day of the course to BSL by uploading it via the Tuition Program portal. 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 grade.

Once you have made up your incomplete, you will need to submit the TAP form and the proper reimbursement documents to BSL *within 60 days* of the extended deadline granted by the school.

Non-Harvard Course Reimbursement Deadline

- All required documentation must be submitted to Benefit Strategies (BSL) within 60 days of the last day of the course. Please see below for information on incomplete grades.
- If you do not have all required documentation, you must contact BSL or Harvard Benefits before the deadline.

* A course is considered to be job-related if it maintains or improves the skills required for an individual's employment in their current job at Harvard.

† 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 fees.**

Non-Harvard Course Registration and Reimbursement

Reimbursement Timeline

If all required documentation is received by the 15th of the month, your reimbursement will be mailed to you or deposited to your bank account by the last day of the month.

If all required documentation is received between the 16th of the month and the last day of the month, your reimbursement will be mailed to you or deposited to your bank account by the 15th of the following month.

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 HUCTW website - huctw.org/funds-and-loans/education-fund

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, LLS

PO Box 1300 Manchester, NH 03101

Phone: (855) HVD-FLEX

Fax: (603) 232-1854

Email: hvdtuition@benstrat.com

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 Program and Tuition Reimbursement Program are subject to change without notice.

