IMPORTANT – PLEASE READ

If you are seeking tuition reimbursement for a course taken at a state school, you need to have this form completed by the school’s registrar’s office if you are also seeking reimbursement for any fees which are considered part of the tuition cost for the course.

This form must be submitted to Harvard Benefits at the address listed at the bottom. For more information on the Tuition Reimbursement Program (TRP) please go to HARVie:

http://harvie.harvard.edu/Compensation_Benefits/Tuition_Assistance/Tuition_Assistance_Plan

Harvard University Employee/Student Name _____________________________________________ Harvard University ID (HUID #) __________________________________________

Affirmation of State School Fee

I hereby affirm that the following fee(s) contribute(s) to the educational missions of the campus, helping to provide a comprehensive university offering a wide variety of programs at the graduate and undergraduate level.

 Fee Name _____________________________________________ Amount of Fee __________________________

 Fee Name _____________________________________________ Amount of Fee __________________________

 Course Name ___________________________________________ Semester Taken __________________________

 Registrar Representative Name & Title (please print) __________________________ Phone Number __________________________

 Registrar Representative Signature __________________________________________ Date ________________