

**Instructions on Back**

**Tuition Assistance Plan**

**Harvard Courses**

**Harvard University**

Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Harvard Identification # \_\_\_\_\_ Department \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ University Address \_\_\_\_\_

Date of Hire/Appointment \_\_\_\_\_ Home Address \_\_\_\_\_

Length of Service \_\_\_\_\_

Employment Status (**circle one**)      Exempt/Officer      Non-exempt/Support Staff      Hourly      Retired

The above has been a regular salaried staff member (Since July 1 for fall courses, November 1 for spring courses and April 1 for summer courses), and works at least 17.5 hours per week on regular payroll. Staff with pay class 41 (research fellow/teaching assistant), or 49 (stipendary), are ineligible for TAP. Satisfactory arrangements have been made regarding time lost from work.

**SECTION I**

1 \_\_\_\_\_  
Signature of Staff Member \_\_\_\_\_ Date \_\_\_\_\_

2 \_\_\_\_\_  
Signature of Immediate Supervisor \_\_\_\_\_ Date \_\_\_\_\_

3 \_\_\_\_\_  
Signature of Personnel Officer (See page two for details) \_\_\_\_\_ Date \_\_\_\_\_

**SECTION II**

1. (**Circle one**)    Fall Semester    Spring Semester    Summer Semester    Full Year Course    Year \_\_\_\_\_

2. (**Circle one**)    Non-credit                  Undergraduate Credit                  Graduate Credit

3. School/Program where course is being taken (**Circle one**):    Extension    Summer School    Landscape Design Program

Office for the Arts    Arnold Arboretum    FAS/GSAS    GSD    LAW    GSE    JFK    DIV    SPH    SDM    HMS

4. Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_ Day and Time \_\_\_\_\_  
Course Meets \_\_\_\_\_

Credit Hours: \_\_\_\_\_

5. \_\_\_\_\_  
Signature of Instructor (required for FAS and the Graduate Schools)

6. Course Cost                          \$ \_\_\_\_\_ (tuition)

TAP Fee                                  \$ \_\_\_\_\_ (amount paid by staff member)

**SECTION III**

Completion of Section IV is voluntary. Your answers will be used to assess the TAP program

Reasons For Taking Present Course:	Highest Level of Education Completed:	Ethnic Code:	Sex:
____ (1) Professional Advancement	____ (1) Some High School	____ (1) Non-Resident Alien	____ Female
____ (2) Personal Enrichment	____ (2) High School Graduate	____ (2) Black Non-Hispanic	____ Male
____ (3) Degree Requirement	____ (3) Some College	____ (3) American Indian	
____ (4) Combination of Above	____ (4) College Graduate	____ (4) Asian or Pacific Island	Year Of Birth
	____ (5) Master's	____ (5) Hispanic	
		____ (6) White Non-Hispanic	19 ____

**SECTION IV**

**FOR FISCAL SERVICE USE:**

\_\_\_\_\_ \$ \_\_\_\_\_  
Date                          TAP Assistance                          Payroll                          Dept. Credited                          Reference

**SECTION V**

## TAP ELIGIBILITY FOR COURSES AT HARVARD

TAP is available to support staff, administrative/professional staff, and teaching staff who:

1. work at least 17.5 hours per week;
2. are paid on the permanent payroll; and
3. were hired by July 1 for fall courses, November 1 for spring courses, and April 1 for summer courses.

See the TAP Brochure for more information on the TAP Policy.

### GUIDELINES FOR COMPLETING TUITION ASSISTANCE PLAN APPLICATION FOR HARVARD COURSES

You must complete the TAP application prior to registering for your Harvard Course. Submit the completed form along with payment for the TAP fee directly to the school/program at registration.

Complete one form for each course.

Section I Fill out this section completely:

- Harvard identification number – copy from your Harvard ID card.
- Date of Hire – enter the month, date and year of your initial hire or appointment to Harvard.
- Length of Service – the number of years and months you have been employed by Harvard.
- Employment Status – Officer = an exempt staff member; Support Staff = a non-exempt staff member paid on a semi-monthly basis; Hourly = a non-exempt staff member paid on a weekly basis; Retire = retired staff member.

Section II To certify your employment and eligibility for TAP, you must sign the TAP form and obtain the signature of your immediate supervisor.

Signature of your area personnel officer is required in all areas **except in VPA, Financial Administration, and FAS** (College Library does require Personnel Officer Signature) prior to course registration.

Section III

1. Circle the semester you are taking the course.
2. Indicate if you are registering for non-credit, undergraduate credit, or graduate credit.
3. Indicate the Harvard school/program at which you plan to take the course.
4. Indicate the complete course title, the course number, and credit hours as listed in the school/program catalogue. Fill in the class schedule (day and time the class meets).
5. For all courses in FAS and the Graduate Schools, you must obtain the signed permission of the course instructor prior to registration. (Instructor's signature is NOT needed for courses in the Extension School, Landscape Design Program, Office for the Arts, Summer School, or Arnold Arboretum.)
6. Enter the total cost of the course and the TAP fee.