

TAP/TRP ENROLLMENT PROCESS FOR PARTICIPANTS

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Employees Using TAP at the Harvard Extension School (Division of Continuing Education)

1. Register for the course through the Extension School's registration system. Click the "Confirm/Apply TAP" button on the payment screen.
2. If the course is for **undergraduate credit or non-credit** no further action is required.
3. If the course is for **graduate credit**, you must complete a TAP form on the [Tuition Portal](#) by the posted TAP form deadline:
 - a. In the Portal, click on "Tuition Assistance Program (TAP) helps pay the cost of tuition for qualifying courses taken at participating Harvard schools" and then "Extension School Courses (including Summer School)"
 - b. Follow the steps to complete the form.* If you indicate any of the graduate-credit courses meet the IRS-standard of job-relatedness, be sure to enter your manager/supervisor's email correctly to ensure they receive the approval email. If approval is not received by the TAP form deadline, the course will be deemed as non-job-related and could be subject to tax. Go to [HARVie](#) for details.
 - c. Once you submit the form, a PDF of the form will be emailed to you from Benefit Strategies (no-reply@benstrat.com). No further action is required on your part. If you have designated any courses as job related, a PDF will also be sent to your manager/supervisor with a link to the online approval form. We recommend you reach out to your manager/supervisor to let them know they need to take action by the deadline.

Process for Eligible Employees Using TAP at Other Participating Harvard Schools

1. Complete a TAP form on the [Tuition Portal](#) by the posted TAP form deadline:
 - a. Once on the Portal, click on "Tuition Assistance Program (TAP) helps pay the cost of tuition for qualifying courses taken at participating Harvard schools" and then "Other participating Harvard Schools"

- b. Follow the steps to complete and submit the form.* If you indicate any of the graduate-credit courses meet the IRS-standard of job-relatedness, be sure to enter your manager/supervisor's email correctly to ensure they receive the approval email.
 - c. Once you submit the form, a PDF of the form will be emailed to you from Benefit Strategies (no-reply@benstrat.com). If you have designated any courses as job related, a PDF will also be sent to your manager/supervisor with a link to the online approval form. We recommend you reach out to your manager/supervisor to let them know they need to take action by the deadline.
2. Register for the course with the school and submit a copy of the TAP form that was emailed to you to the Registrar's Office, if required.

*Although you can include more than one course on the form, if you are taking courses at more than one participating Harvard school, you must complete a separate form for each school.

Process for Eligible Employees Using TRP (tuition benefit for non-Harvard Schools)

1. Complete a TRP form on the [Tuition Portal](#) and submit with all required documentation within 60 days of the last day of the course:
 - a. Once on the Portal, click on "Tuition Reimbursement Program (TRP) helps pay the cost of tuition for qualifying non-Harvard courses"
 - b. Follow the steps to complete and submit the form along with all required documentation (final grade, proof of cost, and proof of payment). A PDF of the completed form will be emailed to you from Benefit Strategies (no-reply@benstrat.com).
 - c. If you are submitting for an undergraduate course or certificate program (HUCTW and Service & Trade union members only), no further action is required.
 - d. If you are submitting for graduate-credit courses, and have designated a course as job-related, be sure to accurately enter your manager/supervisor's email. A PDF of the form will be sent to your manager/supervisor with a link to the online approval form. **Please note:** non-Harvard graduate-credit courses must be job-related in order to be eligible for reimbursement under TRP, unless you are covered under HUCTW.

