

General Form

**Tuition Assistance Plan
Non-Harvard Course Reimbursement**

**HARVARD UNIVERSITY
Benefits**

See Back for Guidelines

Harvard ID #: Department: _____

Name: First _____ MI _____ Last _____

Home Address: _____ Daytime Phone: (_____) _____

City: _____ State: _____ Zip Code: _____

Date of Hire/Appointment: _____ Years of Service: _____

Employment Status: Exempt Faculty Hourly Post Doc Support Staff (Non-Union)

I hereby certify that 1) I meet the eligibility requirements as stated on reverse side, and 2) will not be covered by any other employer plan or any other person. My employer does not accept responsibility for direct payment to any individuals other than the employee. I have read and understand the information on this form.

Signature of Staff Member Date

Signature of Immediate Supervisor Date

Signature of Personnel Officer Date
(except if you work in VPA, Financial Administration, or FAS)

1. Semester: Fall Spring Summer Full Year Course

2. Type of Credit: Undergraduate Graduate

3. School/Program offering the course: _____

4. Course Number: _____ Credit Hours: _____

Course Title: _____

Course Start Date: _____ Course End Date: _____

5. Why this course is needed: Requested by Supervisor Pursuing Bachelor's Degree

Pursuing M.L.S. Upgrade skills/knowledge necessary for current job

Other: _____

6. Total Course Cost: \$ _____ (tuition only)

7. Grade: _____ (If not available at time of application submission, may be supplied to Crosby Benefit Systems within 60 days after the end of the course)

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Tuition Assistance Plan Non-Harvard Course Reimbursement

HARVARD UNIVERSITY Benefits

Guidelines for Completing Tuition Assistance Plan Non-Harvard Reimbursement Request

TAP is available for courses outside of Harvard to employees who:

1. work at least 17.5 hours per week if Exempt, Faculty, Post Doc, Support Staff (Non-Union), or Hourly HUPA or HUSPMGU; **or** work at least 20 hours if Hourly Dining Services; **or** work more than 20 hours if Hourly Custodial Services, Electricians & Carpenters (ATC), or Arnold Arboretum; and
2. are paid on the regular payroll; and
3. have 6 months of service prior to the start of the course.

To be eligible for TAP coverage, a course must meet all three of the following criteria. The course must be:

1. taken at an accredited institution;
2. taken for academic credit and for a letter grade;
3. job-related (unless it is an undergraduate course taken toward the completion of an associate's or bachelor's degree; completion of an undergraduate degree is considered job-related regardless of subject matter).

Complete one form for each course.

The completed form must be submitted to Crosby Benefit Systems within 60 days of the end of the course to receive reimbursement. If you are unable to obtain the required information within the 60-day period, you must contact Benefits prior to the deadline.

Submit the following paperwork:

1. completed TAP form;
2. a copy of the course cost (bursar's bill or page from the catalogue);
3. a receipt showing the specific course was paid;
4. grade or document proving completion of the course. If a program does not give out grades (pass or fail, certificate programs) proof of completing the course (such as a copy of the certificate or a letter from the instructor attesting the student completed the course) will be considered proof of passing.

All paperwork should be mailed to Crosby Benefit Systems, 27 Christina St, Newton, MA 02461 or faxed to 617 928 0001. Tuition requests are processed semi-monthly. For completed requests submitted by the 15th of the month, checks will be issued by the last day of the month; for completed requests submitted by the last day, checks will be issued by the 15th of the following month. Note: Reimbursement checks will be mailed to your home address.

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 the Personnel Officer's signature).

Checklist:

1. Check the semester in which you are taking the course.
2. Check to indicate if you are registering for undergraduate or graduate credit.
3. List the school where you are taking the course.
4. Provide the complete course title and credit hours listed in the catalogue. Fill in the beginning and ending dates of the course.
5. Explain how it is job-related if it is for graduate credit. (If it is an undergraduate course taken toward the completion of an associate's or bachelor's degree, it is considered job-related regardless of the subject of the course.)
6. Enter the tuition for the course. Most employees are eligible to receive 75% of tuition for two courses up to 8 credits per semester, up to a maximum reimbursement of \$5,250 per calendar year (January 1 - December 31).

Please see the TAP section of HARVie for additional information regarding eligibility, wait periods, credit limits, and plan design, or contact the Benefits Services Group with questions at 617-496-4001.

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