

HUCTW Form

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

**Benefits Services Group
HARVARD UNIVERSITY**

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: Non-exempt/Support Staff

Union Affiliation: HUCTW

_____ Signature of Staff Member	_____ Date
_____ Signature of Immediate Supervisor or Personnel Officer	_____ Date

1. Semester: Fall Spring Summer Full Year Course

2. Type of Credit: License Certificate Degree

3. School/Program offering the course: _____

4. Course Number: _____ Credit Hours: _____

Course Title: _____

5. Why this course is needed:

- Required for a degree
- Upgrade skills/knowledge necessary for current job
- Upgrade skills/knowledge necessary for another job at the University
- Requested by Supervisor
- Personal enrichment

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)

**Mail to Crosby Benefit Systems, P0 Box 920445, Needham, MA 02492
or Fax to 617 928 0001**

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Guidelines for Completing Tuition Assistance Plan Non-Harvard Reimbursement Request

TAP is available for Degree, License or Certificate courses outside of Harvard to support staff who:

1. work at least 17.5 hours per week;
2. are paid on the regular payroll; and
3. who have 90 days of service prior to the start of the course and have completed the orientation and review period.

GUIDELINES FOR COMPLETING TUITION ASSISTANCE PLAN FORM NON-HARVARD DEGREE COURSES and for License or Certificate Programs

Complete one form for each course.

The completed form must be submitted to Crosby Benefit Systems within 60 days after 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 the Benefits Services Group prior to the deadline.

Submit the following paperwork:

- 1 completed TAP form,
- 2 copy of the grade/certificate or license (or a letter from the instructor with the grade),
- 3 a copy of the course cost (bursar's bill or page from the catalogue) and
- 4 a receipt showing the specific course was paid,
- 5 grade or a 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, P0 Box 920445, Needham, MA 02492 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 you immediate supervisor or the signature of your area personnel officer.

Checklist:

- 1 Check the semester in which you are taking the course.
- 2 Check to indicate if you are registering for degree, license or certificate program.
- 3 List the school/institution where you are taking the course.
Provide the complete course title and credit hours listed in the brochure/catalogue. Fill in the beginning and ending dates of the course.
- 4 Enter the tuition for the course. Most staff are eligible to receive 90% of tuition, up to a maximum reimbursement of \$5,250 per calendar year (January 1 - December 31). If you have reached the reimbursement maximum, your information will be forwarded to the HUCTW to be processed for an Education Fund award.

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

<http://harvie.harvard.edu/learning/educationassistance/tapbooklet/tapbooklet-toc.shtml>