

Service and Trade Unions Form
Tuition Assistance Plan
Non-Harvard Course Reimbursement
For License or Certificate programs

HARVARD UNIVERSITY
Benefits

Guidelines for Completing Tuition Assistance Plan
Non-Harvard Reimbursement Request
For License or Certificate Programs

TAP is available for License or Certificate courses outside of Harvard to Hourly staff who:

1. work at least 17.5 hours per week if 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. who have 6 months of service prior to the start of the course.

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

1. related to your current trade or license, or prepare you for another trade or license required for a job at Harvard University.

Complete one form for each course.

The completed form must be approved by your supervisor prior to the start of the 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 successfully 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 license or certificate program.
3. List the school/institution where you are taking the course. Provide the complete course title and credit hours (if applicable) listed in the brochure/catalogue. Fill in the beginning and ending dates of the course.
4. Explain how it is job-related or prepares you for another job available at Harvard University.
5. Enter the tuition for the course. Most staff 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 office with questions at 617-496-4001.

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