

# TAP (TUITION ASSISTANCE PROGRAM) REGISTRATION FORM

Harvard School of Public Health

**This form will not be accepted without the proper documentation and payment in full.**

Semester/Year: \_\_\_\_\_

**Name:** \_\_\_\_\_ / \_\_\_\_\_ Prefix \_\_\_\_\_ Suffix \_\_\_\_\_  
Last First

**Harvard ID Number:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_ (Required) **Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Home Telephone:** \_\_\_\_\_

**Work Telephone:** \_\_\_\_\_

**Gender:**  Female  Male

**U. S. Citizen?** \_\_\_ yes \_\_\_ no **Permanent Resident?** \_\_\_ yes \_\_\_ no **Email Address:** \_\_\_\_\_

**Country of Citizenship:** \_\_\_\_\_

**Education:**

College(s) Attended	Location	Major	Degree	Date of Degree

Have you taken prior courses at HSPH?  Yes (When? \_\_\_\_\_ )  No

**Course Selection:**

Course Code	Course Title	Instructor	Credits*	Grading Option(Circle)	Instructor's Signature
				Ordinal / Pass-Fail	
				Ordinal / Pass-Fail	
				Ordinal / Pass-Fail	

\* Please note, the number of credits a TAP student may take per semester is determined by the Human Resources Office.

**Office Use Only**

Registrar's Office Approval: \_\_\_\_\_ Payment Rec'd \$ \_\_\_\_\_ Check Number: \_\_\_\_\_ Initials: \_\_\_\_\_



## Instructions TAP Registration Form

- 1) **TAP:** To be eligible to take a course as a TAP student, you must:
    - a) Be either a staff member or teaching faculty working at least 17.5 hours per week.
    - b) Submit the following:
      - 1) TAP form available in Human Resources Office.
      - 2) An HSPH TAP Registration Form including signature(s) of approval from the instructor of the course(s).
      - 3) Payment in full by check or money order made payable to the Harvard School of Public Health for the TAP fee of 10% of the per credit charge.
      - 4) A completed FERPA form.
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### IMPORTANT NOTES:

- For the **2008/2009** Academic Year, the charge per credit is **\$833.00**
- Make all checks and money orders payable to the Harvard School of Public Health.
- Taking courses as a TAP student does not imply subsequent admission as a degree candidate, nor does it automatically allow degree credit for courses taken.
- TAP students are subject to the same regulations as all HSPH students.
- Registration is contingent upon availability of space. HSPH degree candidates have first priority; if there is space available after the add/drop deadline non-degree students will be registered in the order in which the registration forms were received.
- All tuition and fees are due at the time of registration and are non-refundable. A \$25 fee will be charged for all checks returned for insufficient funds.

TAP (no registration fees)	Tuition <b>\$833 per credit</b>	TAP tuition <b>10%</b>
1.25 credits	\$1,041.25	\$104.13
2.5 credits	<b>\$2,082.50</b>	<b>\$208.25</b>
3.75 credits	\$3,123.75	\$312.38
5 credits	<b>\$4,165.00</b>	<b>\$416.50</b>
6.25 credits	\$5,206.25	\$520.63
7.5 credits	<b>\$6,247.50</b>	<b>\$624.75</b>
8.75 credits	\$7,288.75	\$728.88
10 credits	<b>\$8,330.00</b>	<b>\$833.00</b>