

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) A Job Relatedness Form indicating an exemption from the Graduate Tax or file a Payroll Deduction Form. Both forms are available from your Human Resources Offices.
 - 3) An HSPH TAP Registration Form including signature(s) of approval from the instructor of the course(s).
 - 4) 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.
 - 5) A completed FERPA form.
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IMPORTANT NOTES:

- For the _____ Academic Year, the charge per credit is _____.
- 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.