

TAP Tuition, Fee, and Information

Dear Students,

We write to let you know that the Tuition Assistance Program (TAP) forms and registration process have been updated starting with **enrollment for the Fall 2020**. This will streamline required approval processes that went into effect to ensure compliance with [tax laws on graduate-credit courses](#), and will make TAP enrollment easier for all participants:

- Updated form lets TAP participants include multiple courses using a single form*
 - Since WinterSession is part of spring semester, you may use both terms to fill out one form. The form will be due on the term's Add/Drop deadline.
- Participants will receive a PDF copy of completed form for their records.
 - The form must be emailed to registrar@hsph.harvard.edu.
- When an employee indicates that a graduate-credit course meets the IRS-standard of job-relatedness, a PDF of the form along with a link to a job-relatedness attestation approval form will automatically be sent to the participant's manager/supervisor for approval

You can find additional details on the forms and process by clicking the following links:

- [Managers/Supervisors](#) - Important time-sensitive steps for managers/supervisors approving job-related graduate-credit courses
- [Participants](#) - New TAP enrollment process for participants

If you have previously saved or bookmarked a link for any Tuition Program forms, **DO NOT** use that link as it may be to an outdated form. Instead, follow the steps [here](#). Please contact Benefits at 617-496-4001, or by email at benefits@harvard.edu if you have further questions, or visit the [Tuition Assistance page](#) on HARVie.

*If you are taking courses at more than one school, you must complete a separate form for each school unless you are a degree student cross registering.