



# Office of the Registrar

Dear HGSE Student,

Happy New Year! You are receiving this email because you are a continuing student that used TAP during your last term. If that is still the case, and you plan to use [TAP benefits](#), for the spring semester please pay special attention to this email.

I know that the deadline for spring bill-term is fast approaching; **do not worry!** If you are eligible for TAP benefits, your eligibility to register for spring courses will not be affected.

I have outlined the process for using TAP for the 2023 spring semester as a degree candidate. Please be sure to review the [Tuition Booklet](#) for important information about TAP eligibility, credit limits, and [tax implications](#).

## Spring Semester

If you plan to take an **HGSE J-term course**, these **courses will count towards your spring semester credit limit (10 credits)**. From page 9 of the [Tuition Booklet](#):

Enrollment Periods and Counting Your Credit Limit	
Your per semester credit/course limit under TAP and TRP is available to you for up to three enrollment periods per calendar year. If you are taking non-Harvard courses on a quarter system and you do not reach your per quarter credit limit, you cannot transfer unused credits to a fourth enrollment period.	
Course Start Date	Semester
January through April	Counts toward spring semester
May through August	Counts toward summer semester
September through December	Counts toward fall semester

When you know you will take the course(s), you must submit a TAP form through the [Harvard Tuition Portal](#) if the course meets the [IRS standard of job relatedness](#). The form and [supervisor/manager approval](#) must be received by the deadline posted on the Portal. If you already submit this form, disregard this action item. **You do not need to send us a copy of the form!** Submitting the form through the Portal is all that is required.

**Note:** If a course does not meet the [IRS standard of job relatedness](#), or [manager/supervisor approval](#) is not received by the deadline, the TAP benefit may be treated as taxable income to you. Go to [HARVie](#) for more details on the TAP benefit or contact [Harvard Benefits](#).

**Please note that J-Term courses will be added to the Spring-Term bill and TAP credit to your account a day after spring add/drop deadline of February 6, 2023. Payment should be completed no later Monday, February 13 or your courses will be dropped from your account.**

By now, you should have received your spring bill term already. This amount reflects the tentative **FULL tuition amount and does not factor in TAP**. The final total tuition will be charged on 2/07 and The TAP credit will be

posted by then. This will be based on the total credits you enrolled during J-Term, Spring 1 and Spring 2 modules, and Spring Term (up to 10 credits). You only pay [10%](#) of the total tuition (if you are eligible).

### Spring Semester Action Items

- If you plan to use TAP during the Spring semester, [please fill out this Registration form](#). This will allow you to register for courses, even with an outstanding balance. If you already submit this form, disregard this action item.
- Submit a [TAP form](#) for Spring Semester, by February 6<sup>th</sup>. **(Please don't send this form to us!!!)**
- Payment for Spring Full term, Spring 1 and Spring 2 modules courses, are due by February 13. TAP fees are [here](#). However, you can pay in advance the TAP fees if you have a tentative number of credits you will be taking.

Finally, if you have emailed us either to [registrar@gse.harvard.edu](mailto:registrar@gse.harvard.edu) or to my personal email; I will be closing those tickets and you might get a message that your case has been resolved. If this email does not answer all your TAP questions, please submit a new email to [registrar@gse.harvard.edu](mailto:registrar@gse.harvard.edu)

Best Wishes,

**Miguel Sahagún, Ph.D.** |

Harvard University | Longfellow Hall | 13 Appian Way | Cambridge MA 02138 | [registrar.gse.harvard.edu](mailto:registrar.gse.harvard.edu) | he him his | Hablo español