



OFFICE OF THE REGISTRAR

Dear HGSE Student,

You are receiving this email because you are a student that previously used TAP, or indicated you were a Harvard employee when you applied to HGSE. If that is still the case, and you plan to use [TAP benefits](#), for fall semester please pay special attention to this email.

The process for using TAP for the fall 2024 semester, as a degree candidate, is outlined below. Please be sure to review the [Tuition Booklet](#) for important information about TAP eligibility, credit limits, and [tax implications](#).

Fall Semester

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 submitted this form, disregard this action item. **You do not need to send us copies of forms!** 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](#).

The fall bill you received in July reflects the tentative **tuition amount and does not factor in TAP. Please note that the TAP credit will post to your account a day after the September 16 Fall add/drop deadline;** the final total tuition will be charged on September 17 and the TAP credit will post. This will be based on the total credits you enrolled for Fall semester. You only pay **10%** of the total tuition (up to 10 credits for fall if you are eligible). **Payment should be completed no later Monday, September 23 or your courses will be dropped from your account.**

Fall Semester Action Items

- If you plan to use TAP during the Fall semester, [please fill out this 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 Full term and Fall 1, by ~~August 26~~ September 19. **(Please don't send any forms to the GSE Registrar.)**
- Payment for Fall Full term, Fall 1, and Fall 2 courses, are due by September 23. 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.

If this email does not answer all your TAP questions, please submit a new email to registrar@gse.harvard.edu.

