

From: Sahagun, Miguel A <miguel_sahagun@gse.harvard.edu>
Sent: Tuesday, July 11, 2023 4:45 PM
Subject: TAP Benefits for Summer and Fall



Dear HGSE Student,

You are receiving this email because you are a continuing student that used TAP during your last term, or you 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 summer & fall semesters please pay special attention to this email.

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

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

Summer and August-Term

If you plan to take an HGSE summer course and/or August Foundations courses, these courses will count towards your summer 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. **(Note: the deadline for the summer semester has been extended to Friday, July 21. This includes supervisor/manager approval).** If you already submitted 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. **PLEASE NOTE: You do NOT need to include HPL in the form as you will not get charged for it.**

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 Foundations and August-term courses will be added to the Fall-Term bill and TAP credit to your account a day after Fall add/drop deadline of September 18. Payment should be completed no later Monday, September 25 or your courses will be dropped from your account.

Summer Action Items

- Submit a TAP form through the [Tuition Portal](#) by Friday, July 21. Manager/supervisor approval also must be submitted by July 21. (Please don't send the form to us.) If you already submitted this form, disregard this action item.
- If you plan to use TAP for Foundations courses/August-Term, [please fill out this form by Friday, July 14](#). This will allow you to register for courses, even with an outstanding balance. If you already submit this form, disregard this action item.

Fall Semester

On Monday, July 10 you received your fall term bill. This amount reflects the tentative **tuition amount and does not factor in TAP**. The final total tuition will be charged on 9/20 and The TAP credit will be posted by then. This will be based on the total credits you enrolled during August and Fall Term. You only pay [10%](#) of the total tuition (up to 10 credits for summer and up to 10 credits for fall if you are eligible). As mentioned above, if you took courses during Summer, August, and Fall semesters, these credits will be billed in your fall bill term.

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 September 1st. **(Please don't send a form to us)**
- Payment for Fall Full term, Fall 1, and Fall 2 courses, are due by September 20th. 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 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

Best Wishes,

Miguel Sahagún, Ph.D. | Registrar of the Harvard Graduate School of Education

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him his | Hablo español

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