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Sent: Monday, January 8, 2024 12:48 PM
Subject: HGSE TAP Information for J-Term and Spring Semester



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

As mentioned on my [last communication](#), if you took an **HGSE J-term course**, these **courses will count towards your spring semester credit limit (10 credits)**. 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 5, 2024.

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 February 6th 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](#) by this Friday, January 12th. This will allow you to register for courses, even with an outstanding balance.
- Submit a TAP [form](#) for Spring Semester, by February 6th. **(Please don't send this form to us!!!)**
- Payment for Spring Full term, Spring 1 and Spring 2 modules courses, are due by February 12. 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. **Payment should be completed no later Monday, February 12 or your courses will be dropped from your account.**

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. | Assistant Dean of Enrollment Services and Registrar of the Harvard Graduate School of Education

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