

ARTICLE XX.
TUITION ASSISTANCE

Section A. Tuition Assistance Program

Employees shall be eligible for the Tuition Assistance Program (TAP) provided by the Corporation to help pay the cost of tuition for courses taken at participating Harvard Schools.

Section B. Tuition Reimbursement Program

Employees shall be eligible for the Tuition Reimbursement Program (TRP) to help pay the cost of tuition for qualifying courses taken at other accredited institutions. Reimbursement is for tuition only.

Section C. Minimal Eligibility and Wait Periods

1. Employees are not eligible for TAP or TRP if they do not meet the minimum weekly standard of seventeen and one-half (17.5) hours.
2. To apply TAP benefits the data of hire must be on or before:
 - a. July 1st for the Fall Semester
 - b. November 1st for the Spring Semester
 - c. April 1st for the Summer Semester
3. TRP benefits can be applied to classes that start on or after one hundred eighty (180) calendar days of employment.
4. Wait period exceptions may be granted at the discretion of the Corporation.
5. Employees with a break in employment greater than 30 days must fulfill the wait period.

Section D. TAP Fee

Employees utilizing TAP shall pay applicable TAP Fees.

Section E. TAP Limits

TAP usage per Employee is limited as follows

1. For Harvard Extension and Summer Schools or Office of the Art: 2 courses per semester.
2. For other participating Harvard Schools: 10 credits per semester.

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Section G. Retirees who were members of the bargaining unit at time of separation are eligible for TAP provided they had 10 years of participation service at the time of separation from the Corporation.

Section F. TRP Limits

TRP classes shall be reimbursed at 90% up to \$5,250 per calendar year for eligible courses or programs.

Section G: Other policies

Except where in conflict with this Article, TAP and TRP are governed by the policies set by the Corporation, which can be found at <https://hr.harvard.edu/tuition-assistance>.