



# Harvard-HUCTW Education Fund Application Form



Read entire Application Guidelines section before filling out this form. Entire form must be completed.  
Reminder: TRP eligible applicants may not apply to the Education Fund **unless** they have exhausted the \$5250 limit.

Harvard ID #:  Department: \_\_\_\_\_

Name: First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_

Home Address: \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email address: \_\_\_\_\_

Date of Hire/Appointment: \_\_\_\_\_ Years of Service: \_\_\_\_\_

1. Semester:  Fall  Spring  Summer  Other : \_\_\_\_\_

2. Type of Course:  Test Prep  Conference/Seminar  Other TAP/TRP ineligible course  
 Course that did not receive a passing grade  Less than 3 months of employment  
 TRP funds have been exhausted for the calendar year (please make sure to attach documentation from Crosby to verify all funds have been exhausted)

3. School/Program offering the course: \_\_\_\_\_

4. Degree/Program: \_\_\_\_\_

Course Title: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

5. Total Course Cost: \_\_\_\_\_ (tuition only)

6. Please attach the following documents to the application. Check off all attached documents.

Document name	Check off if the document is attached.	If not yet available, by what date do you expect to turn in the document?
1. Course description		
2. Tuition information (cost of course/conference/etc. AND proof of payment)		
3. Grade or proof of course completion		
4. Documentation of exhaustion of TRP funds/Explanation of Tuition Claim Action Form (if applicable)		

**Your application will not be processed without the documents listed above.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Deadlines:**  
Fall Semester: January 25<sup>th</sup>  
Spring Semester: June 10<sup>th</sup>,  
Summer Semester: September 10<sup>th</sup>,

**Submit To:**  
HUCTW  
Attn: Ed Fund Committee  
15 Mt. Auburn St.  
Cambridge, MA 02138  
UNIVERSITY MAIL