

# Tuition Aid Program (TAP) Frequently Asked Questions

## **1. Who is eligible for this benefit?**

Active staff or non-tenured faculty members, including Postdoctoral Research Associates and other faculty designated as “Research” Faculty, working 66.7% time or greater on the Brown University regular payroll and have been continuously employed at the University for the equivalent of four years of full-time employment at the time of application. Active tenured faculty with a permanent appointment working 66.7% time or greater on the Brown University regular payroll are eligible and no waiting period applies.

## **2. If I am eligible for this benefit, when does the benefit start?**

The benefit would start on the day after a period of service equal to four years of continuous full-time service.

## **3. To what schools can this benefit be applied?**

This benefit can be applied to institutions granting Associate or Bachelor degrees and accepting Title IV funds.

## **4. What schools are eligible?**

Eligible employees can apply this benefit to any post-secondary institution that is an accredited, degree-granting institution that accepts Title IV funds.

## **5. How is the TAP benefit paid?**

Payments will be made directly to the institution attended:

- Fall Semester – no later than September 15th
- Spring Semester – no later than January 15th

Tuition bills submitted to University Human Resources-Benefits (UHR-Benefits) after the payment dates above (but before the end of the applicable semester) will be processed upon receipt. Although the University Human Resources-Benefits team will accommodate late bill submissions, the employee/parent or enrolled student will be responsible for all applicable late fees.

## **6. What should the tuition invoice include?**

School invoices must include the school name, dependent's name, account number, term attending, indication of full-time enrollment status, payment address, and tuition charges separated from other line items.

## **7. What are Title IV funds?**

The Title IV program is a federally funded, grant program offering eligible students education loans such as Stafford Loans. If there is uncertainty about whether a school is eligible for federal Title IV funds, it is the responsibility of the employee applying for TAP benefits to obtain proof of such eligibility.

## **8. Are schools outside of the U.S. eligible?**

For students who are accepted to institutions outside of the U.S., the employee is responsible for obtaining verification from the institution that the same criteria for U.S. institutions can be met in order to receive the University's TAP benefit.

## **9. Does this benefit apply to students enrolled on a part time or a full time basis?**

Dependents receiving this benefit must be matriculated as a full-time student. TAP benefits may be approved in unique circumstances where a student has a chronic, disabling medical condition that precludes enrollment as a full-time student. Prior to approving TAP benefits, the UHR-Benefits team will seek supporting documentation for review of any medical condition(s) precluding full-time status as a student. Occasionally, medical re-certification may be required from the UHR-Benefits team.

## **10. Does the TAP benefit apply only to tuition fees?**

Yes. Some institutions (primarily, certain state colleges and universities) may charge general or curriculum support fees to all students that are actually for tuition-related expenses. In those cases, the UHR-Benefits team may authorize payment of these specific fees, as long as the total payment does not exceed the maximum limit of the benefit.

## **11. If both parents are employees of Brown University; 1) Are both employees separately eligible to receive this benefit for the same dependent? 2) If there are two or more dependents/students, can each employee apply TAP benefits to one (1) dependent?**

If both parents are employed by Brown University (primarily employed as either faculty or staff), and both employees / parents are eligible to receive TAP benefits, benefits from *only one* employee/parent can be applied to an enrolled dependent/student.

**12. Does the TAP benefit apply to graduate school tuition?**

TAP benefits do not cover advanced degrees; the benefit program is only for undergraduate degree program enrollment.

**13. Does this benefit apply to certificate programs?**

No, dependents must be enrolled full-time pursuing an associate's or bachelor's degree.

**14. What if my dependent is enrolled in a coop program?**

It is recommended that employees with eligible dependents who are enrolled in an institution with co-op programs applying for a summer benefit contact University Human Resources.

**15. Will this benefit affect the financial aid package awarded to an enrolled dependent/student?**

TAP benefits could affect your dependent/student's financial aid award, scholarships, or other financial awards. Employees/parents are responsible for contacting the financial aid office at the student's institution for more information.

**16. What arrangements do I need to make if my dependent fails, withdraws from school, or drops to part-time study?**

It is the employee's responsibility to notify University Human Resources within 30 days of the event if your dependent withdraws from school during the academic year, drops to part-time study, or fails a course so that an arrangement for reimbursement to the University can be made.

**17. How often do I need to submit a TAP application?**

Only one renewal application is required each academic year for each dependent and it will cover the fall and spring semesters. A new application is only required if your dependent switches schools during the academic year.

**18. Who can I contact for more information about the TAP benefit?**

More information can be found at:

<https://www.brown.edu/about/administration/human-resources/benefits/educational-benefits/tuition-aid-program-tap> or questions can be directed to Isabel Gutierrez at [Isabel\\_Gutierrez1@brown.edu](mailto:Isabel_Gutierrez1@brown.edu).