

Brown University: 2026-2027 Tuition Aid Program (TAP) Application

Part One: Application Information

- **Application Types** (check one):

- Initial
- Renewal
- Summer

- **Academic Year Details:**

Specify the full or partial academic year and the student's matriculating year:

- Freshman
- Sophomore
- Junior
- Senior

Full Academic Year

Partial Academic Year

- **Note:** Mid-year school changes require a new application.

Part Two: Employee Information

Full name (Last, First, Middle Initial) _____

Hire Date _____

Home Address _____

Workday ID (six digits) _____

Preferred Phone Number _____

Brown Email _____

Work Extension _____

Department _____

Campus Box _____

Job Title _____

Part Three: Student Information

Student's Name (First, Last, Middle Initial) _____

Date of Birth (Month/Day/Year) _____

Must be uploaded into Workday:

- Initial Applications: Require a birth certificate or legal adoption proof.
- Stepchildren: Require both a birth certificate and a marriage license

[Access overview of how to add documents to your Worker Documents in Workday](#)

Part Four: School Information

School Name _____

Academic Term Structure (select one):

Semesters:

Quarters:

Trimesters:

Provide the email address for the award letter:

(this should be the email address for the appropriate office at your dependent's school)

Mailing Address for Payment:

Part Five: Acknowledgments and Signature

I acknowledge that I am responsible for notifying Brown University within 30 days to arrange for the reimbursement for any TAP benefit due to Brown University if my dependent (initial each statement):

_____ withdraws from school

_____ drops from full-time to part-time study

_____ fails a course

Statement of Understanding - I understand that it is my obligation to provide Brown University Human Resources with a tuition bill that meets the criteria for payment for each term my dependent child has been approved to participate in TAP. Each bill copy must be submitted for reimbursement no later than the end of the applicable semester, trimester, etc., or it will not be paid. I also understand that the payments of the tuition benefit for which my dependent is eligible will be divided proportionately between all terms for which my dependent is enrolled during the academic year, with the maximum benefit each term not to exceed one half of the benefit for the full academic year. I also understand that I must disclose to Brown University Human Resources any change to the recipient's status as an eligible dependent due to emancipation, changes in marital status, custody arrangements, etc.

Signature: _____ **Date:** _____

Submission Details

- **Secure Email (Preferred):** educational_benefits@brown.edu
- **Mail:** University Human Resources, Box 1879, Providence, RI 02912.