

SUBJECT: Deadline for Tuition Assistance Program Applications

NEW MATERIAL: The Tuition Assistance Program (TAP) was reinstated in July 2005 and provided funding for 48 employees to take 71 different classroom and on-line courses from accredited colleges and universities during the Fall 2005 school term. The announcement for the Winter/Spring 2006 classes was delayed in order to determine the impact of the projected OE budget constraints on funding for the program. A limited amount of funding will be made available to support approved classes that start January-April 2006.

EFFECTIVE DATE: 12/05/2005

ATTACHMENTS: 1. [Tuition Assistance Program Policy](#)

2. Tuition Assistance Program Application Form

[Note: This document is only available on the Intranet (<http://inside.usaid.gov/forms/a400-23.doc>). Please contact ads@usaid.gov if you need a copy.]

3. Tuition Assistance Program Reimbursement Agreement

[Note: This document is only available on the Intranet (<http://inside.usaid.gov/forms/a400-24.doc>). Please contact ads@usaid.gov if you need a copy.]

4. [TAP SF 182](#)

POLICY

USAID/General Notice
M/HR/TE
12/07/2005

Subject: Deadline for Tuition Assistance Program Applications

The Tuition Assistance Program (TAP) was reinstated in July 2005 and provided funding for 48 employees to take 71 different classroom and on-line courses from accredited colleges and universities during the Fall 2005 school term. The announcement for the Winter/Spring 2006 classes was delayed in order to determine the impact of the projected OE budget constraints on funding for the program.

A limited amount of funding will be made available to support approved classes that start January-April 2006. Applications for the TAP will be accepted until 4:30 p.m. EST on December 16, 2005. Late or incomplete applications will not be accepted.

Program policy guidance has been updated (Attachment 1).

A complete application package consists of:

- Tuition Assistance Application signed by the applicant (Attachment 2)
- Tuition Assistance Reimbursement form signed by the applicant (Attachment 3)
- SF-182, Training Request Form (page 1) signed by applicant's supervisor and others in the approval chain in accordance with Bureau policy (Attachment 4)
- SF-182, Page 2, Agreement to Continue in Service signed by the applicant (Attachment 4)

It is the applicant's responsibility to ensure that application package(s) are received by Ruth Derr, M/HR/TE, Room 2.08-080 no later than the deadline date and time. Applicants will be notified of approval/disapproval decisions by January 6, 2006.

Point of Contact: Any questions concerning this Notice may be directed to Ruth Derr, M/HR/TE, (202) 712-5564, or rderr@usaid.gov.

Notice 1213

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU4_0518_120805_cd42	12/07/2005	12/05/2005		CD 42	This IU will remain effective until the policy in it is incorporated into ADS 476.

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