

START

Are you an employee eligible for the Tuition Assistance Plan benefit (tuition postponement)?

Review the benefits eligibility criteria [here](#).

NO

Consider paying out-of-pocket for your class or taking a class outside of MIT

YES

Decide which kind of for-credit class you want to take (look through the [MIT course catalog](#))

Will the Tuition Assistance Plan benefit cover this class? Check guidelines for classes that qualify [here](#).

NO

If the Tuition Assistance Plan benefit will not cover the class, you can self-pay or see if your department will pay for you.

YES

Talk to your supervisor to confirm they approve you taking a class

Submit an ASP application form on our website along with all supporting materials

Was your application approved by ASP to take a class?

NO

If you are not accepted into ASP, consider taking a class outside of MIT

YES

Request to postpone your tuition through your Tuition Assistance Account in [Atlas](#).

Register for your for-credit class during registration week.

KEY

Yellow is an HR-related action

Green is an ASP-related action