

TUITION ASSISTANCE PROGRAM

Georgia Tech offers an extremely competitive and comprehensive benefits package designed to enhance your work-life experience and remain an employer of choice. As such, we are pleased to share with you the details related to GT Tuition Assistance programs:

- **Tuition Assistance Program (TAP)**- Provides waiver of tuition up front and is a USG sponsored program
- **Staff Tuition Reimbursement Assistance Program (STRAP)**- Provides partial tuition reimbursement and is a GT sponsored program

TAP

TAP Application Process:

- Initiate student admission process with applicable USG school
- Complete application
- Receive acceptance letter from institute
- Receive student identification number from institute
- Complete TAP application (located on <https://hr.gatech.edu/education-assistance>)
- Obtain your manager's signature on application
- Submit application to OHR benefits department by applicable deadline
- Applications received after the deadline will not be approved
- Register for classes during employee registration period
- Approvals sent from OHR via email within 30 days of application deadline
- Repeat the same process for each semester you wish to participate in this program

Tax Implications for TAP Participants:

- The federal government currently allows up to \$5,250 annually, in employer-provided educational assistance benefits, to be "tax free" to TAP participants
- Applies to both undergraduate and graduate-level courses
- Educational assistance benefits in excess of \$5,250 are taxable and will be reflected in Box 1 of your Form W-2
- We recommend consulting a tax professional if you have questions

STRAP

STRAP Application Process:

- Initiate student admission process with non USG accredited school
- Complete STRAP application (located on <https://hr.gatech.edu/education-assistance>)
- Obtain your manager's signature on application
- Classes should fall within GT semester dates
- Submit original application to OHR benefits department by applicable deadline
- Applications received after the deadline will not be approved
- Approvals sent from OHR via email within 30 days of application deadline
- Repeat the same process for each semester you wish to participate in this program

STRAP Reimbursement Process:

Submit the following documents to OHR within 30 days of completion of term:

- Official transcript (mailed or online)
- Request from your Registrar's office to be sent directly to you
- Make photocopy for your records
- Copy of paid tuition receipt/invoice
- Must include name, term & amount paid
- Reimbursement rates are as follows:
Undergraduate: \$203.00 per credit hour
Graduate: \$287.00 per credit hour
Reimbursement within 2 weeks of receipt

> Program Exclusions: (TAP and STRAP)

- Medical*
- Law
- Dental
- Pharmacy
- Non-credit continuing education courses
- Certificate courses*
- Student fees
- Executive/premier courses: Check with TAP coordinator at USG Teaching Institution for possible assistance

*Exceptions

- Medical degree exception - The Tuition Assistance Program is available to Part-Time Nursing Faculty members seeking a graduate degree in Nursing.
- Certificate courses - If the course offers credit hours and letter grades, it will be accepted.

> Application Deadline: If any of these dates fall on a holiday or on a weekend, the application deadline will be the last business day prior to the dates identified

Summer Semester- April 15th

Fall Semester- July 15th

Spring Semester- November 15th

> Online applications can be found:

<https://hr.gatech.edu/georgia-tech-human-resources-forms-and-guides>

For More Info:

https://www.usg.edu/hr/benefits/tuition_assistance_program - USG TAP Policy information, TAP Coordinators & Registration periods

<https://hr.gatech.edu/education-assistance> - TAP/STRAP policies and forms

<https://registrar.gatech.edu/calendar> - GT academic calendar