

**Staff Tuition Reimbursement Assistance Program (STRAP) Application****Applicant Information**

**Name:** \_\_\_\_\_ **Employee ID:** \_\_\_\_\_  
Last First (this is your HR employee ID#, NOT your GT ID)

**Department:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ .gatech.edu **Phone:** \_\_\_\_\_

**Full-Time Permanent Employment Date:** \_\_\_\_\_ **Mail Code:** \_\_\_\_\_

**Academic Information**

**Educational Institution:** \_\_\_\_\_

**Are you enrolled in a degree/certificate program?**  Yes  No

**If yes, which degree/certificate:** \_\_\_\_\_ **Major Field:** \_\_\_\_\_  
(Assoc., Bachelors, Masters, PhD, etc.)

**Will you graduate this term?**  Yes  No **Current Term:** \_\_\_\_\_

Course Title	Credit Hours	Tuition
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____

**Additional Information**

Explain how this coursework (or degree program) applies to your current job and career goal at Georgia Tech:

**Note: All reimbursements will go to your primary direct deposit acct. with GA Tech.**

I certify that I have read and understand the STRAP policy and procedure. I am not eligible for another reimbursement plan or scholarship source, and the information supplied is correct.

I certify that purchase for tuition charges was made using personal funds.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**To be Completed by Supervisor and Department Head**

**Approval:** I support the above named employee's application for STRAP.

\_\_\_\_\_  
Immediate Supervisor's Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor's Signature

\_\_\_\_\_  
Department Head's Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head's Signature

**To be completed by GTHR staff**

**The application for STRAP:**  is approved  is not approved.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit application to Georgia Tech Human Resources, STRAP Coordinator, by the published deadline date (not earlier than 30 days out). You may drop off at 500 Tech Parkway, send via campus mail to Mail Code 0435, or email to [eduassist@gatech.edu](mailto:eduassist@gatech.edu).

Web site: <https://hr.gatech.edu/staff-tuition-reimbursement-assistance-program>

**Tuition Reimbursement May be Taxable Depending on Federal Legislation**