Education Assistance Programs

June 2023
Education Assistance Programs

- **University System of Georgia (USG) Programs**
  - Tuition Assistance Program (TAP)

- **Georgia Tech Programs**
  - Staff Tuition Reimbursement Assistance Program (STRAP)
  - Georgia Tech Applied Research Corp (GTARC) Program
  - GTRI Supplemental Tuition Assistance Program (STP)
## TAP & STRAP
### Comparison of Programs

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<th>Tuition Assistance Program (TAP)</th>
<th>Staff Tuition Reimbursement Assistance Program (STRAP)</th>
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<td>6 months full-time (100%), benefits-eligible by application deadline date</td>
<td>12 months full-time (100%), benefits-eligible by application deadline date</td>
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<tr>
<td><strong>Eligible Colleges/Institutions</strong></td>
<td>Any USG institution</td>
<td>Any accredited, private college or institution</td>
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<td><strong>Credit Limits</strong></td>
<td>Up to 9 credit hours per semester</td>
<td>Up to 6 credit hours per semester</td>
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<td>“C” or better</td>
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<td>Tuition payment waiver applied up front</td>
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<td><strong>Eligible Programs - Associate degree, Bachelor’s degree, Master’s, Doctorate degree or Academic Certificate program.</strong></td>
<td>Any degree except medical, dental, law, executive total cost programs</td>
<td>Any degree except medical, dental, law</td>
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Educational Assistance Application Deadlines

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<th>SEMESTER</th>
<th>SEMESTER DATES</th>
<th>STRAP Deadline Dates</th>
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<td>GT Fall Semester</td>
<td>Mid-August - December</td>
<td>July 15</td>
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<td>GT Spring Semester</td>
<td>January - beg. May</td>
<td>November 15</td>
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<td>GT Summer Semester</td>
<td>Mid-May - end of July</td>
<td>April 15</td>
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For STRAP Participants:

You must fill out a STRAP application based on your prospective school’s start date. If your school has a “Winter” term that begins in October then you will need to fill out a Fall TAP application because that “Winter” term falls within GT Fall Semester dates.

When the 15th is on a Saturday or holiday, applications are due on the business day prior. Applications that are emailed to eduassist@gatech.edu after the deadline date will not be approved for TAP for that semester.
Educational Assistance
Program Exclusions

- Medical/Veterinary degree
- Law degree
- Dental degree
- Pharmacy degree
- Continuing education courses
- Certificate courses that do not include a letter grade and credit hours
- Student fees (STRAP)
- Executive Total Cost Programs (for TAP)
- Georgia Tech includes Executive MB and Executive Master’s in International Logistics & Supply Chain Strategy
- Check with TAP Coordinators at USG institutions for specific program questions
Educational Assistance
Academic Certifications

Academic Certificate Programs are programs that provide students with academic credit and a letter grade. Professional certifications or continuing education certifications do not provide academic credit and a grade.

- TAP Participants should check with TAP Coordinators at the USG institution that they are attending to verify TAP eligibility.

- STRAP Participants and employees enrolled in TAP at Georgia Tech should email eduassist@gatech.edu if they are unsure of whether a program is eligible for tuition reimbursement

- Must offer credit hours and grades to get reimbursed
USG Tuition Assistance Program (TAP)
TAP

TAP is offered by the Board of Regents - University System of Georgia

Who can participate:

• Full-time, (1.0 FTE) benefits-eligible employees who have successfully completed at least six (6) months of employment in a benefits-eligible position as of the date of the Tuition Assistance Program application deadline for the desired academic semester
  • May enroll in up to nine (9) academic semester credit hours for each of the three (3) designated semester periods: fall semester, spring semester, and summer semester.

Read the Policy.
Apply to the college or program following the admissions process for the USG institution that you want to attend.

1. Receive student ID number from institute
2. Email your completed TAP Application to eduassist@gatech.edu by the applicable deadline, but not more than 30 days prior to the deadline.
3. You will receive an email confirmation from the TAP program coordinator within one week after emailing your application.
4. TAP Applications that are emailed to eduassist@gatech.edu after the deadline date will receive an email stating that their applications are denied for that semester.

[NOTE: If you haven’t heard back from the school you applied to and the TAP deadline date is near, please continue to move forward with the TAP application process and fill one out anyway.]
TAP
Next Steps

• Receipt of confirmation email is sent.
• Approval/Denial email sent from HR within 30 days after application deadline.
• Register for classes only during TAP employee registration period for the institution you are attending or risk losing waiver.
  • See USG - “TAP Employee Registration Dates”
• A new TAP application must be submitted for each semester that you wish to participate in.
• One TAP application is permitted for the (one) institution you will attend each semester.
TAP - How it Works

Before You Submit

- APPLICATIONS MUST BE 100% COMPLETE
  - Include your EEID# and GTID# (GT Buzz Card).
  - Full course number/CRN# (exp: ENGL 1101/12345)
  - Major & Discipline
  - Signature(s) and dates

Within 5 Business Days

- After application submission, an employee’s eligibility is verified.
- Confirmation of receipt is emailed once approved.
- Note: If you have not received a confirmation of receipt within a week of submitting your TAP application. Please email eduassist@gatech.edu to confirm receipt.
TAP - How it Works

Within (10) business days after TAP application deadline

• Approved tenure applications are sent to “teaching institution” to check previous semester grades.

Within (30) business days after TAP application deadline

• Teaching institution sends an approval/denial email to TAP participants after grades are posted.
• TAP Tuition waiver request is sent to the Bursar’s Office by the payment deadline date.
Staff Tuition Reimbursement Program (STRAP)
STRAP

The Staff Tuition Reimbursement Program (STRAP) is offered by Georgia Tech.

Getting started:

1. Apply to the college or program following the admissions process with a non-USG accredited, private institution.
2. Complete STRAP application by the applicable deadline, but not more than 30 days prior to the deadline.
3. Class start date should fall within the Georgia Tech semester that you are applying.
4. An email confirmation of receipt of your STRAP application will be sent within one week.
STRAP

• Create an expense report via Workday. Be sure to have:
  • Official/original transcript
  • Copy of paid tuition statement (must include name, term, and amount paid with a zero balance)
• Class names and dates that you put on your STRAP application should match the information on your grade transcript.
  • STRAP reimbursement requests should be submitted following the semester system and will not be processed more than three times annually per participant.

• Reimbursement rates are:
  • Undergraduate: $203.00/credit hour
  • Graduate: $287.00/credit hour

• Full reimbursement instructions can be found on the STRAP website.
STRAP

When to submit your reimbursement:

- If you take one class during your school’s Fall term that starts mid-August for 8 weeks and then take one class during your school’s Winter term which starts at the beginning of October, for 8 weeks, then turn in your documentation after the October class/Winter term because that will all fall within GT’s Fall semester. You only get one reimbursement per semester.

- If you have two classes in two (of your school’s) terms that fall within one Georgia Tech semester, then turn in your reimbursement documentation after the last class/term.

STRAP reimbursement requests should be submitted in Workday following the semester system and will not be processed more than three times annually per participant.
**STRAP - How it works**

- Employee submits STRAP application
- Confirmation of receipt is emailed to the employee.
- Eligibility and funding is reviewed by Tuition Assistance Coordinator.
- Approval or Denial emails are sent.
- Employee submits reimbursement request and documentation in Workday (Within 30 days of last course completion)
- Workday Expense approved
GTRI Supplemental Tuition Assistance Program (STP)

• Available to GTRI Operations Staff and Research Faculty
• Reimburses the difference between total eligible expenses and what TAP or STRAP or GTARC covered
• Employee must participate in TAP or STRAP or GTARC and also apply for STP during pre-approval
• A two-year work commitment & repayment agreement applies
• Must obtain a grade of “C” or better to remain eligible for reimbursement

Contacts for GTRI’s Education Assistance Program
• Crystal Hannah (DBA / Education Assistance Specialist) at Crystal.Hannah@gtri.gatech.edu or
• Sarah Cockrell (Organizational Development Manager) at Sarah.Cockrell@gtri.gatech.edu.
Georgia Tech Applied Research Corp (GTARC) Tuition Program

- Available to GTRI Research Faculty (only)
- (Example titles – Research Engineer, Scientist, Associate I through Principal Research Engineer)
- Reimburses up to $15,000 per calendar year for tuition and fees at an accredited institution
- Degree must be job-related
- Eligibility occurs for RF (.75 FTE or greater) on day one of GTRI employment
- Must obtain a grade of “C” or better and submit documentation for reimbursement

Contacts for GTRI’s Education Assistance Program

Crystal Hannah (DBA / Education Assistance Specialist) at Crystal.Hannah@gtri.gatech.edu or Sarah Cockrell (Organizational Development Manager) at Sarah.Cockrell@gtri.gatech.edu.
Tax Implications

- Undergraduate educational assistance benefits are generally excluded from tax reporting or withholdings.
- Graduate educational assistance benefits are excludable from tax reporting and withholding up to $5,250 annually. A tax professional should be consulted for further information concerning taxable tuition.
- Employees who believe they are eligible to exclude graduate education costs in excess of $5,250 must apply by completing the Graduate Student Tax Waiver Application.
- The tax waiver form must be submitted to eduassist@gatech.edu along with your TAP application before the deadline each semester.
- Additional information is available at benefits.usg.edu/work-life/tuition-assistance-program.

Review your student account each time you register for classes, and monitor TAP waivers for the calendar year. See TAP Tax Schedule information
- https://hr.gatech.edu/TAP
Frequently Asked Questions

• **Am I required to work for Georgia Tech after I graduate?**
  - TAP/STRAP do not include an employment requirement post-graduation. However, GTRI requires you to stay with Georgia Tech for two years post-graduation.

• **May I take more hours than what’s covered?**
  - Yes! But keep in mind, you are financially responsible for hours exceeding guidelines: TAP - 9 credits; STRAP - 6 credits.

• **What happens if I withdraw from a class?**
  - You must earn a grade of "C" or higher to continue participating in TAP or STRAP. Dropping a class before the withdrawal deadline does not disqualify you. However, withdrawing from a class after the deadline and receiving a "W" or "WF" will make you ineligible for TAP for one-semester. Grades lower than a “C” including “W”s are not reimbursable under STRAP.

• **Where can I find more info about schools/curriculums of interest?**
  - TAP: The USG TAP website provides the contact info and registration dates for all USG institutions.
  - STRAP: Your favorite search engine.
Frequently Asked Questions

• May I take online classes using TAP?
  • Yes

• I want to return to school but am uncertain of my options. Can you recommend schools based on the programs/interests I want to pursue?
  • Please talk to an academic advisor, we cannot offer advice on specific programs.

• I am a TAP participant, and my account is still showing I owe the full balance. How do I get this resolved?
  • Waivers are applied by the school you are attending. They do not instantly appear on your account.
  • Georgia Tech students should see their TAP waivers shortly after finalizing schedules.
  • If you’ve adjusted your class schedule, please allow up to 24 hours for the system to update. If your waivers have not been applied by the first day of class, please contact our office.
  • Those attending other USG institutions may or may not see their waivers applied before classes have begun, or as late as after the drop/add date. Please contact your teaching institution to better understand their specific timeline.
Frequently Asked Questions

• I am a TAP participant but was charged the out-of-state tuition rate. How do I get this resolved?
  • The Office of the Registrar handles residency status. University System employees are eligible for an out-of-state waiver via an application submitted to the Office of the Registrar. Any employee whose resident status is classified as out-of-state must have this resolved prior to enrollment to be eligible for in-state tuition rates.

• What if I don’t know what I’m going to take, or the classes I want are full?
  • Complete your application in its entirety and make your best prediction at which courses you intend to take.
  • If your plans change:
    • STRAP participants must send an email to eduassist@gatech.edu notifying us of the change when the change occurs, prior to submitting reimbursement documents.
    • TAP participants attending other USG institutions must notify their teaching institutions’ TAP coordinator if enrolling in classes not listed on TAP application.
Top 3 Things To Remember

1. Fill out the application in its entirety
2. Turn it in on time. Late applications are not accepted
3. Register only during TAP registration period
Educational Assistance Resources

Education Assistance Programs Webpage

Tuition Reimbursement Programs

Each individual has unique aspirations and educational goals. We are committed to supporting and helping you succeed in your educational journey.

Georgia Tech offers several educational assistance programs for faculty and staff. These programs provide tuition and mandatory fees reimbursement to full-time employed and research staff faculty. For information on the specific programs offered, review the information below or email education@techno.edu.

TAP
The Tuition Assistance Program (TAP) provides tuition and mandatory fees reimbursement to eligible Georgia Tech employees. Employees may be required to make a co-payment.

STRAP
The STRAP is an educational assistance program that provides partial tuition and mandatory fees reimbursement to certified Georgia Tech employees who are awarded private tuition.

Georgia Tech Research Corps
The Georgia Tech Research Corps is an educational assistance program that provides partial reimbursement of tuition and fees for Georgia Tech research faculty at any accredited institution.

Invest in Yourself, We've Got Your Back!

Georgia Tech's Education Reimbursement Programs provide financial support during your educational journey.

USG - Tuition Assistance Program (TAP)

TUITION ASSISTANCE PROGRAM (TAP)

The Tuition Assistance Program (TAP) replaced the Tuition Remission and Reimbursement Program (TRR) effective November 1, 2004. This program was implemented with the Spring Semester 2005. TAP is an employee supplemental educational assistance program.

Tuition Assistance Program Policy
Official policy for tuition assistance.

Systemwide TAP Application Form (Updated 2022 version)
Standardized application form - E-Signature enabled.

Graduate Student Tax Waiver Application (New)
Standardized application form - E-Signature enabled.

Systemwide Part-Time Nursing TAP Application Form
Standardized application form

Frequently Asked Questions
Frequently asked question regarding the program.

TAP Employee Registration Dates
Employee registration dates by term and institution.

University System of Georgia TAP Coordinators
TAP Coordinators Directory
Educational Assistance Contact Information

Education Assistance Email (TAP & STRAP)
eduassist@gatech.edu

Education Assistance Email (GTRC & GTRI)
Sarah.Cockrell@gtri.gatech.edu

USG TAP Policy, TAP Coordinators, and Registration Periods
http://www.usg.edu/hr/benefits/tuition_assistance_program

Georgia Tech Education Assistance Website
http://ohr.gatech.edu/benefits/education

Georgia Tech Academic Calendar
www.registrar.gatech.edu
Thank You