EDUCATION ASSISTANCE PROGRAMS

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• Education Assistance Programs:
  • TAP – Tuition Assistance Program
  • STRAP – Staff Tuition Reimbursement Assistance Program
  • GTRI Supplemental Tuition Assistance Program
  • GTRC – Georgia Tech Research Corps

• Application Process
• Tax Implications
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• Important Dates
• FAQs
• Q&A
## Program Differences

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<th>Tuition Assistance Program (TAP)</th>
<th>Staff Tuition Reimbursement Assistance Program (STRAP)</th>
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<td>Employment Requirement</td>
<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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<td>Eligible Colleges/Institutions</td>
<td>Any USG institution</td>
<td>Any accredited, private college or institution</td>
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<td>Credit Limits</td>
<td>Up to 9 credit hours per semester</td>
<td>Up to 6 credit hours per semester</td>
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<td>Grade Requirements</td>
<td>“C” or better</td>
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<td>Assistance Method</td>
<td>Tuition payment waiver applied up front</td>
<td>Reimbursement received after term up to the GT rate</td>
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<td>Eligible Degree</td>
<td>Any degree except medical, dental, law, executive total cost programs</td>
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The Tuition Assistance Program (TAP) is offered by the Board of Regents of the University System of Georgia

Application Process:

1. Initiate student admissions process with applicable USG school
2. Receive student ID number from institute
3. Complete TAP application using Docusign by the applicable deadline, but not more than 30 days prior to the deadline.
4. Email confirmation of receipt will be sent within 24-hours.

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

- USG site (Policy, TAP Coordinators, TAP registration dates)
  https://www.usg.edu/hr/benefits/tuition_assistance_program

- TAP Docusign Form https://hr.gatech.edu/TAP
TAP REGISTRATION PROCESS

• Confirmation email sent within 24 hours.
• Approval/Denial email sent from HR within 30 days after application deadline.
• Register for classes only during TAP employee registration period or risk losing waiver.
  • See USG site – “TAP Employee Registration Dates”
• Repeat the same process for each semester in which you wish to participate.
TAP REQUEST WORKFLOW

Applications sent. Confirmation of receipt emails sent.

Eligibility Review
TAP Coordinators at each institution review grades and employment status.

Approval Status
Approval/Denial email sent within 30 days after deadline or after grades are posted.

TAP Tuition Waiver applied to account by payment deadline.
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.”

- Applies to undergraduate and graduate-level courses.
- Educational assistance benefits in excess of $5,250 are taxable and will be reflected in Box 1 of your W-2.
- Consult a tax professional if you have questions.

Review your account each time you register, and monitor TAP waivers for the calendar year. See TAP Tax Schedule on GT TAP website.
The Staff Tuition Reimbursement Program (STRAP) is offered by Georgia Tech.

Application Process:
1. Initiate student admission process with non-USG accredited, private institution.
2. Complete STRAP application using Docusign 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. (See STRAP Dates)
4. Class names and dates should be same on application and transcript.
5. Email confirmation of receipt will be sent within 24 hours.

***STRAP may be processed no more than three times annually per participant***
Georgia Tech Semester Dates and Associated STRAP Deadline Dates

<table>
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<th>SEMESTER</th>
<th>SEMESTER DATES</th>
<th>STRAP APPLICATION DEADLINE</th>
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<td>GT Fall Semester</td>
<td>Mid-August – December</td>
<td>Fall STRAP Application deadline: July 15</td>
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<td>GT Spring Semester</td>
<td>January – beg May</td>
<td>Spring STRAP Application deadline: November 15</td>
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<tr>
<td>GT Summer Semester</td>
<td>Mid May – end of July</td>
<td>Summer STRAP Application deadline: April 15</td>
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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.
Reimbursement rates are:

- Undergraduate: $203.00/credit hour
- Graduate: $287.00/credit hour

Submit the following to HR within 30 days of completion of term/class:

- Official/original transcript
- Copy of paid tuition statement (must include name, term and amount paid with a zero balance)

Reimbursement requests processed within two weeks of receipt.

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. For example: 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.
Applications sent. Confirmation of receipt emails sent.

Eligibility and funding is reviewed.

Approval/Denial emails are sent.

Reimbursement documents submitted to HR (within 30 days of last course completion).

Email sent to request signature for payment.
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)
  - At Georgia Tech these include Executive MBA and Executive Master’s in International Logistics & Supply Chain Strategy
  - Check with TAP Coordinators at USG institutions for specific program questions
CERTIFICATIONS AND TECHNICAL DIPLOMAS

• STRAP will cover certain certifications and technical diplomas
• Must still offer credit hours and grades in order to get reimbursed
  • Graduate Certificates
• Some USG schools offer graduate certificates which would be covered under TAP.
  • GT has one - Certificate of Sustainable Energy and Environmental Management (CSEEM)
  • Check with TAP Coordinators at other USG schools to verify TAP coverage
GTRI SUPPLEMENTAL TUITION REIMBURSEMENT

- Pays difference between what is not covered under TAP or STRAP
- Eligibility – Full-time GTRI employees with title of:
  - Research Engineer
  - Scientist
  - Technologist
  - Associate I through Principal Research Engineer
- Degree sought must be job-related
- Submit original application to GTRI’s Talent Management Department (TMD) by application deadline

GTRI Supplemental contact: Chandra Thomas at Chandra.thomas@gtri.gatech.edu
Eligibility:

- Full-time Research Faculty
- Cannot be used with TAP or STRAP

Reimbursement from GTRC funds is similar to STRAP.

- Up to 6 credit hours at a USG school
- Approval for reimbursement for courses at schools outside USG must be requested in advance and requires justification, supervisor’s recommendation, and is subject to the availability of funds
  - This is generally intended to serve Georgia Tech employees who live or work in locations not served by the University System of Georgia

Students are responsible for taxes due on tuition reimbursements or tuition paid on their behalf and should seek guidance from the I.R.S. or a tax professional.
APPLICATION DEADLINES

Summer Semester  April 15
Fall Semester    July 15
Spring Semester  November 15

*Applications will be accepted up to 30 days prior to deadline*
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 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 “Ws” are not reimbursable under STRAP.
FREQUENTLY ASKED QUESTIONS

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.

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?

Our office is only staffed to handle administrative aspects of tuition assistance and 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 made adjustments to 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.
I am a TAP participant, but was charged at 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 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 our office notifying us of the change when the change occurs, prior to submitting reimbursement documents.
  • TAP participants attending other USG institutions must notify their teaching institution's TAP coordinator if enrolling in classes not listed on TAP application.
TOP 3 THINGS TO REMEMBER

1. Fill out application in its entirety
2. Turn it in on time!
3. Register only during TAP registration period
QUESTIONS?
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HR Benefits

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Education Assistance

http://ohr.gatech.edu/benefits/education

USG TAP policy, TAP coordinators, and registration periods

http://www.usg.edu/hr/benefits/tuition_assistance_program

Georgia Tech Academic Calendar

www.registrar.gatech.edu