

## 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 [www.ohr.gatech.edu/benefits](http://www.ohr.gatech.edu/benefits))
- Obtain your manager's signature on application
- Submit original 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 [www.ohr.gatech.edu/benefits](http://www.ohr.gatech.edu/benefits))
- 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
- Request from your Registrar's office to be sent directly to you
- Make photocopy for your records
- Copy of paid tuition receipt
- Must include name, term & amount paid
- Reimbursement rates are determined at the beginning of each fiscal year; 2013 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
- HVAC
- Non-credit continuing education courses
- Certificate courses
- Student fees
- Executive/premier courses: Check with TAP coordinator at USG Teaching Institution for possible assistance

## > **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

## > **Send Original Applications to:**

OHR Campus Mail Code: 0435

Office of Human Resources

Benefits Department

500 Tech Parkway

Atlanta, GA 30332

### **For More Info:**

**[www.usg.edu/hr/benefits](http://www.usg.edu/hr/benefits)** -USG TAP Policy information, TAP Coordinators & Registration periods

**[www.ohr.gatech.edu/benefits](http://www.ohr.gatech.edu/benefits)** - TAP/STRAP policies and forms

**[www.registrar.gatech.edu](http://www.registrar.gatech.edu)** -GT academic calendar