Education Assistance Programs

Administrative Services Center

September 21, 2023

Georgia Tech

Agenda

1. Education Assistance Programs
2. Eligibility
3. Tax Implications
4. Resources
5. What's Next
6. FAQ

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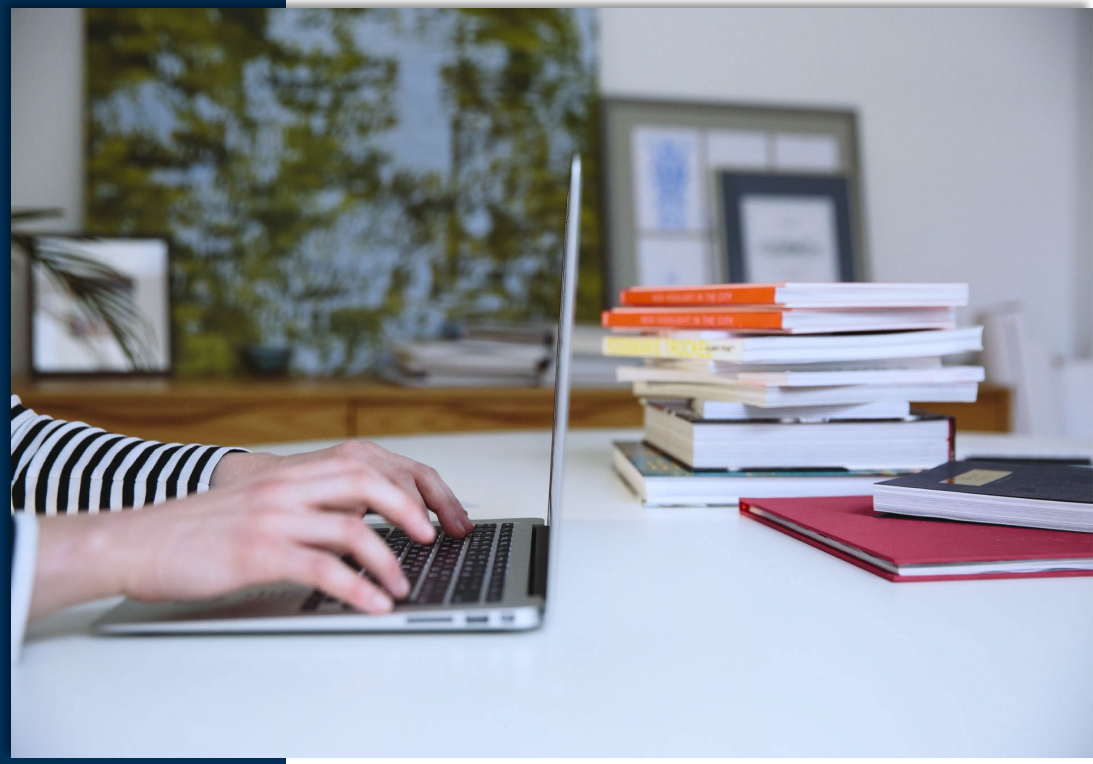
Education Assistance Programs

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)



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TAP & STRAP Comparison of Programs

	Tuition Assistance Program (TAP)	Staff Tuition Reimbursement Assistance Program (STRAP)
Employment Requirement	Any benefit eligible staff or faculty (exempt and non-exempt), employed in a full-time (100%) benefit eligible position for six (6) months or greater within a USG institution by the application deadline	Any benefit eligible staff (exempt and non-exempt), employed in a full-time (100%) benefit eligible position for twelve (12) months or greater within Georgia Tech by the application deadline
Eligible Colleges/Institutions	Any USG institution	Non-USG accredited institution or college
Credit Limits	Up to 9 credit hours per semester	Up to 6 credit hours per semester
Grade Requirements	"C" or better	"C" or better
Assistance Method	Tuition payment waiver applied up front	Reimbursement received after term up to the GT rate
Eligible Programs	Associate degree, Bachelor's degree, Master's, Doctorate degree or Academic Certificate program (see exclusions list)	Associate degree, Bachelor's degree, Master's, Doctorate degree or Academic Certificate program (see exclusions list)

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Educational Assistance Program Exclusions

- Medical/Veterinary degree
- Law degree
- Dental degree
- Pharmacy degree
- Theology (for STRAP)
- Continuing education courses
- Certificate courses that do not include a letter grade and credit hours
- Student fees (for STRAP)
- Executive Total Cost Programs: these programs are typically cohort structured and there is one set fee for the program, not per credit hour.
  - Georgia Tech includes **Executive** MBA and **Executive Master's** in International Logistics & Supply Chain Strategy

Check with a TAP Coordinator at USG institutions for specific program questions

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Educational Assistance Application Deadlines

SEMESTER	SEMESTER DATES	STRAP Deadline Dates
GT **Fall** Semester	Mid-August - December	July 15
GT **Spring** Semester	January - beg. May	November 15
GT **Summer** Semester	Mid-May - end of July	April 15

For TAP and STRAP Participants

When the 15th is on a Saturday or holiday, applications are due on the business day prior. Applications submitted and approved after the deadline will not be accepted.

For STRAP Participants only

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.

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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 contact:

  Administrative Service Center at (404) 385-1111 or submit a Request Help ticket at asc.gatech.edu

- Must offer credit hours and grades to receive tuition waiver

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USG Tuition Assistance Program (TAP)

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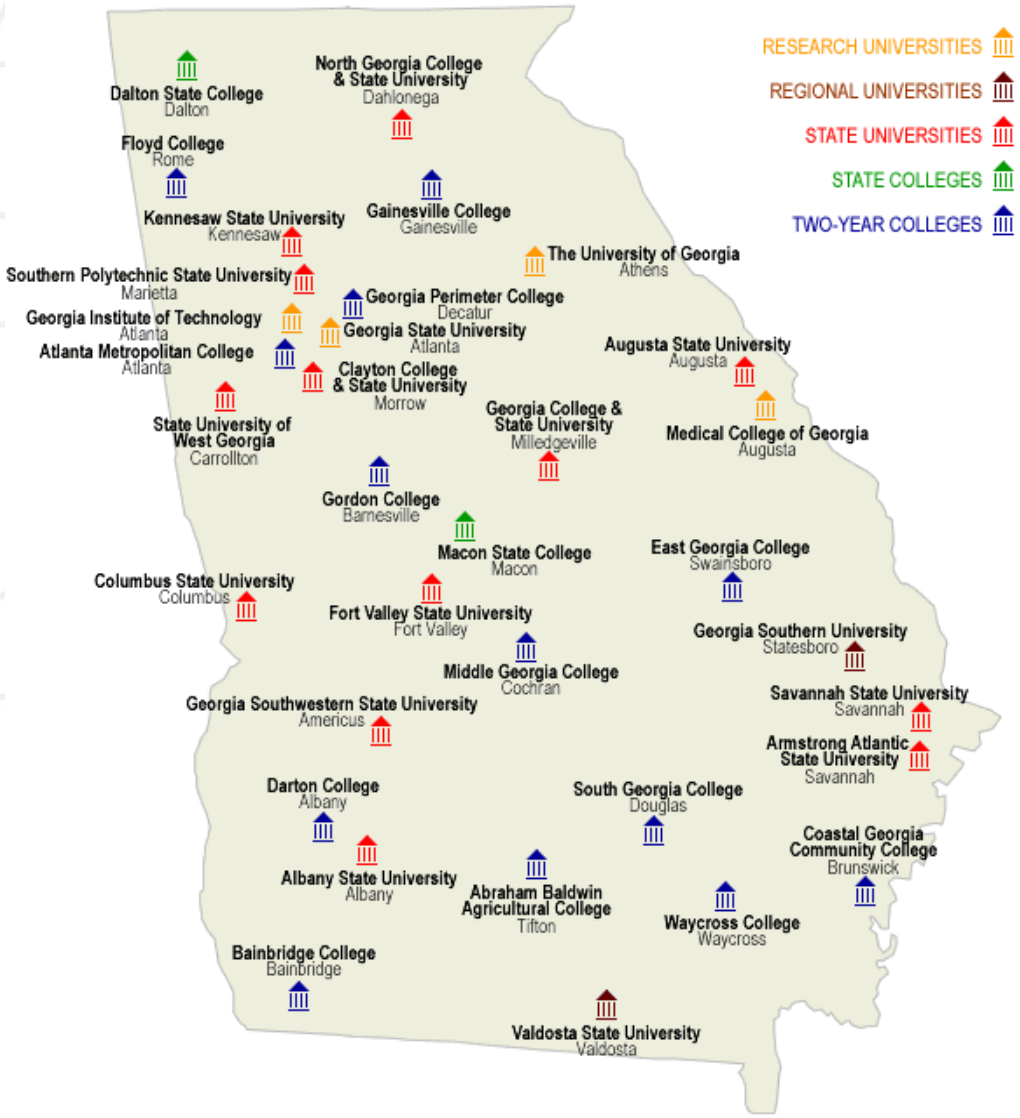
TAP



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

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TAP: How it works

To learn more about the application process, watch recorded session:
Education Assistance Session: What's Changing – Applying for TAP/STRAP (Watch here)

The ASC confirms:

- ✓ *You made a "C" or greater the prior semester*
- ✓ *You do not have any upcoming termination or leave*
- ✓ *You did not withdraw from prior semester's courses*

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

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TAP: Reminders

- 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
- Late applications are **not accepted**

Staff Tuition Reimbursement Assistance Program (STRAP)

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STRAP

The Staff Tuition Reimbursement Assistance 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 and submit the STRAP application via the Administrative Service Portal.
3. Class start date should fall within the Georgia Tech semester that you are applying.

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STRAP: Reimbursement Process

- 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.

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STRAP: How it works

To learn more about the application process, please watch the session
Education Assistance Session: What's Changing – Applying for TAP/STRAP (Watch here)

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GTRI Supplemental Programs

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Georgia Tech Applied Research Corp (GTARC)

- Available to GTRI Research Faculty (only) who apply for but do not qualify for TAP/STRAP
  - (Example: 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 (Database Administrator II) at Crystal.Hannah@gtri.gatech.edu

or

Sarah Cockrell (Director, Employee Development) at Sarah.Cockrell@gtri.gatech.edu.

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GTRI Supplemental Tuition (STP) Assistance Program

- 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 (Database Administrator II) at Crystal.Hannah@gtri.gatech.edu

or

- Sarah Cockrell (Director, Employee Development) at Sarah.Cockrell@gtri.gatech.edu.

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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.
- TAP and STRAP participants who believe they are eligible to exclude graduate education costs in excess of $5,250 must **complete the tax waiver information on the application**.
- 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 (Click Here)

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Top 3 Things To Remember

1. Applications can be submitted through the Administrative Services portal and will open **October 15th – November 15th**.
2. Turn it in on time. Late applications are not accepted.
3. Your supervisor(s) will need to approve the application **before** the deadline.

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Educational Assistance Contact & Resources Information

- **Administrative Services (TAP & STRAP)**
  Administrative Service Center at (404) 385-1111 or submit a Request Help ticket at here
- **Education Assistance Email (GTRC & GTRI)**
  Crystal.Hannah@gtri.gatech.edu or Sarah.Cockrell@gtri.gatech.edu
- **USG – Tuition Assistance Program (TAP)**
  Tuition Assistance Program (TAP) | University System of Georgia (usg.edu)
- **Tuition Reimbursement Programs (STRAP)**
  Education Assistance | Human Resources (gatech.edu)
- **Tuition Assistance Program Policy**
  HRAP Employee Continuing Education TAP (usg.edu)
- **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
- **Education Assistance FAQ**
  Education Assistance FAQ | Human Resources (gatech.edu)

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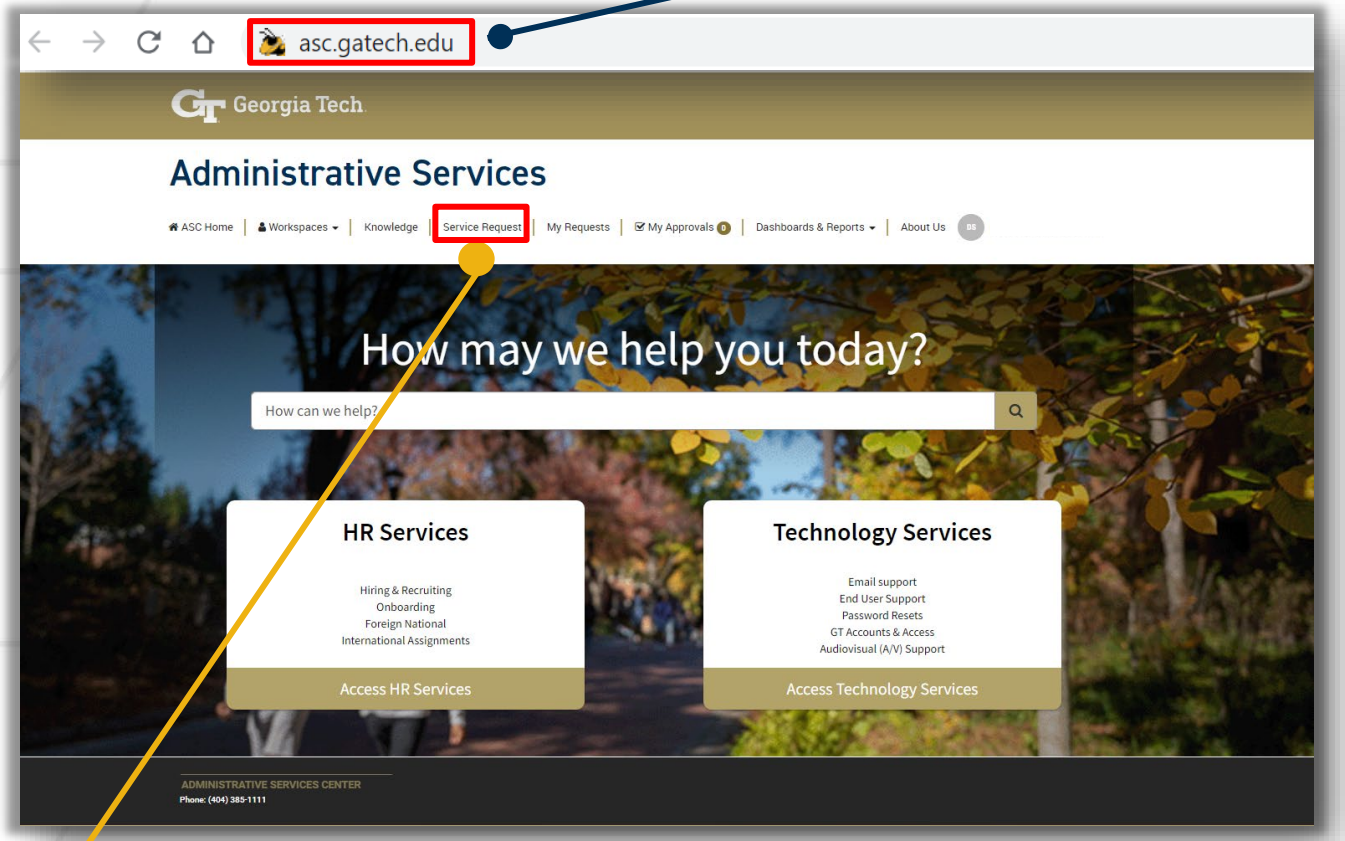
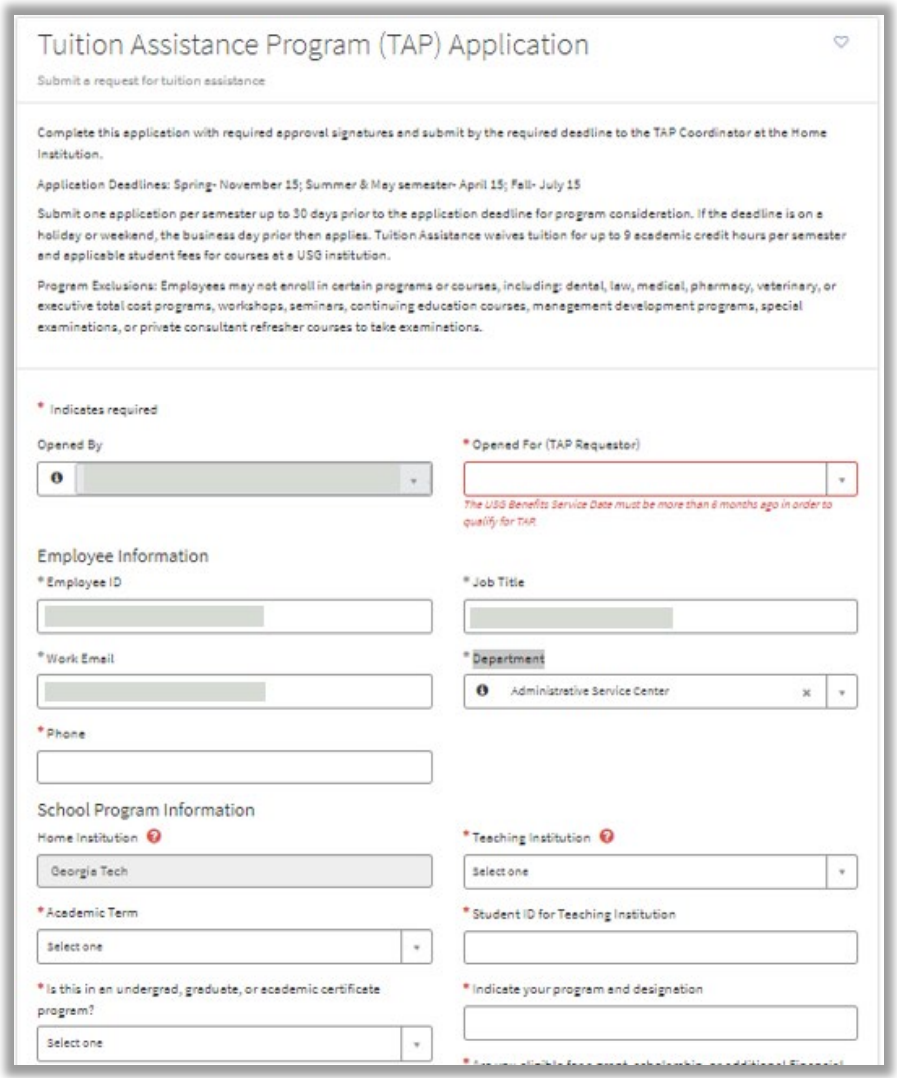
Coming Soon

Available October 15th

asc.gatech.edu



Go to Service Request



For more information on how to apply, please watch the recording:
Education Assistance Session: What's Changing – Applying for TAP/STRAP (Watch here)

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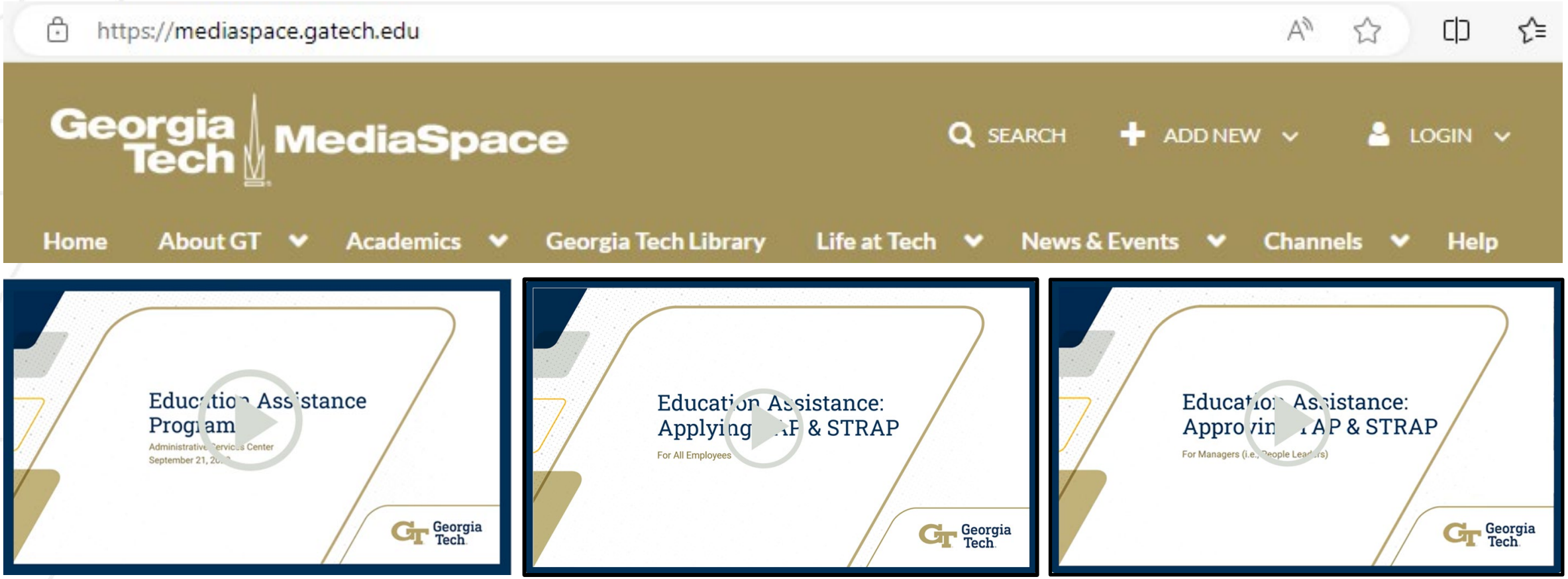
Info and Training Sessions Recordings
(Webinars)

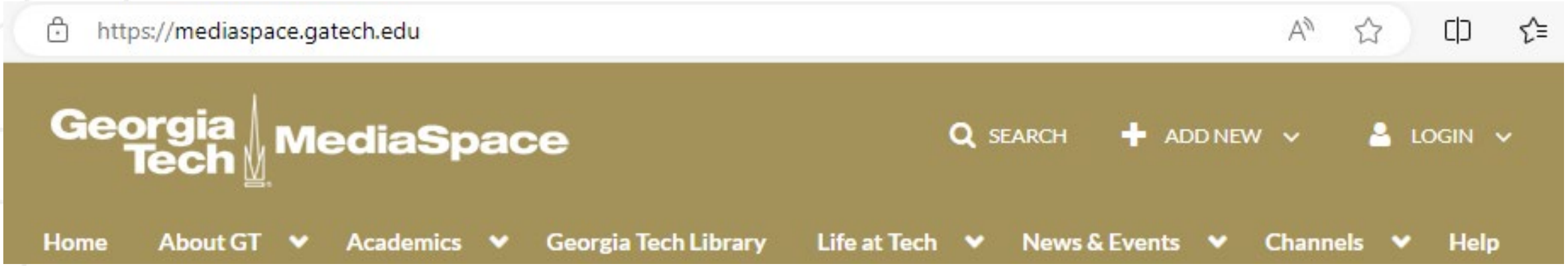


Video Recording and PDF file of Educational Assistance: Info Session

Video Recording and PDF file of Educational Assistance: Applying TAP & STRAP

Video Recording and PDF file of Educational Assistance: Approving TAP & STRAP

Pre-Recorded Live Demonstrations
(OnDemand Training)



[Pre-Recorded Live Demo:]
How to Apply for TAP & STRAP

[Pre-Recorded Live Demo:]
How to Approve TAP & STRAP Requests

Frequently Asked Questions

- **Am I required to work for Georgia Tech after I graduate?**
  - TAP and 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.

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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.

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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:
    - Submit a Request Help ticket at asc.gatech.edu

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