

# 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

	Tuition Assistance Program (TAP)	Staff Tuition Reimbursement Assistance Program (STRAP)
Employment Requirement	6 months full-time (100%), benefits-eligible by application deadline date	12 months full-time (100%), benefits-eligible by application deadline date
Eligible Colleges/Institutions	Any USG institution	Any accredited, <u>private college</u> or institution
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.	Any degree except medical, dental, law, executive total cost programs	Any degree except medical, dental, law

# Educational Assistance Application Deadlines

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

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 15<sup>th</sup> is on a Saturday or holiday, applications are due on the business day prior. Applications that are emailed to [eduassist@gatech.edu](mailto: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](mailto: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.](#)

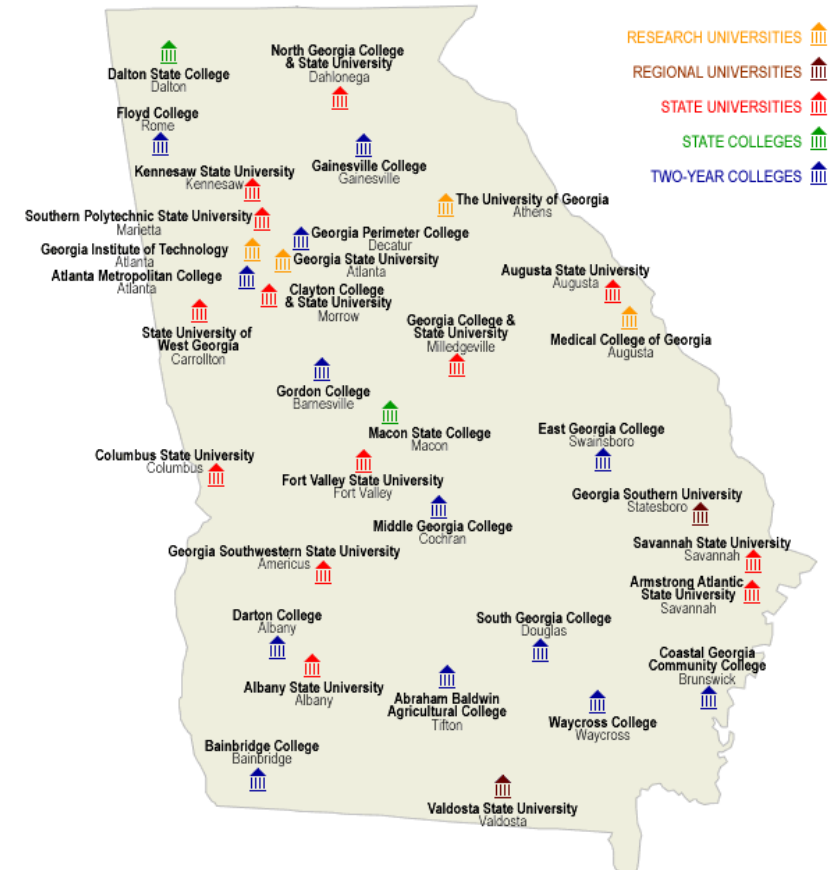


# TAP

## Getting Started

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](mailto: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](mailto: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](mailto:eduassist@gatech.edu) to confirm receipt.**



TAP Applications that are emailed to [eduassist@gatech.edu](mailto:eduassist@gatech.edu) after the deadline date will receive an email stating that their TAP application will not be accepted.

# 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

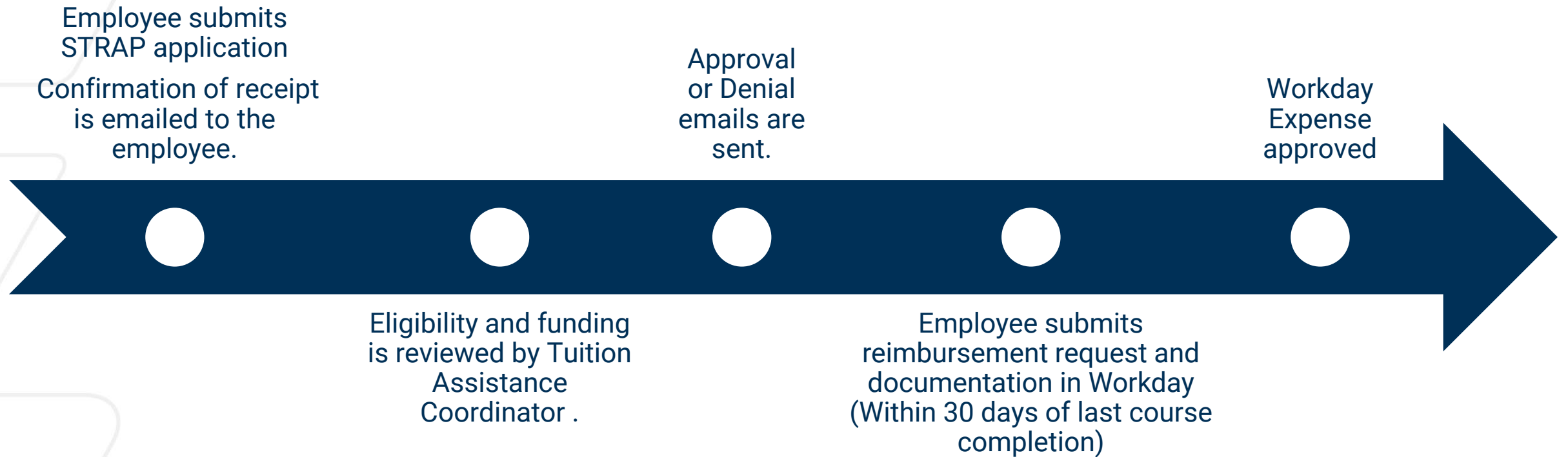
## When to submit your reimbursement :

- 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



# 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](mailto:Crystal.Hannah@gtri.gatech.edu) or
- Sarah Cockrell (Organizational Development Manager) at [Sarah.Cockrell@gtri.gatech.edu](mailto: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](mailto:Crystal.Hannah@gtri.gatech.edu) or Sarah Cockrell (Organizational Development Manager) at [Sarah.Cockrell@gtri.gatech.edu](mailto: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](mailto: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](https://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/curriculum 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](mailto: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 its faculty and staff. These programs provide a tuition and mandatory fee waiver or reimbursement to full-time employees and research titled faculty. For information on the specific programs offered, review the information below or email [eduassist@gatech.edu](mailto:eduassist@gatech.edu).

#### TAP

The Tuition Assistance Program (TAP) provides a tuition waiver to full-time, benefits-eligible employees who have maintained this status for at least six months within the USG.

[Learn More](#)

#### STRAP

The STRAP is an educational assistance program that provides partial tuition reimbursement for classified Georgia Tech employees at any accredited private institution.

[Learn More](#)

#### Georgia Tech Research Corps

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

[Learn More](#)

### 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 by institution

# Educational Assistance Contact Information

**Education Assistance Email (TAP & STRAP)**

[eduassist@gatech.edu](mailto:eduassist@gatech.edu)

**Education Assistance Email (GTRC & GTRI)**

[Sarah.Cockrell@gtri.gatech.edu](mailto:Sarah.Cockrell@gtri.gatech.edu)

**USG TAP Policy, TAP Coordinators, and Registration Periods**

[http://www.usg.edu/hr/benefits/tuition\\_assistance\\_program](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](http://www.registrar.gatech.edu)

Thank You