Education Assistance Info Session: Applying TAP & STRAP

Fall Semester
For All Employees
May 2024
Agenda

01 Welcome and Introductions
02 Education Assistance Programs
03 Applying: Tuition Assistance Program (TAP)
04 Applying: Staff Tuition Reimbursement Assistance Program (STRAP)
05 Tax Implications and Updates
06 Application Status Updates
07 GTRI Supplemental Programs
08 Resources
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Education Assistance Programs
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>Employment Requirement</th>
<th>Tuition Assistance Program (TAP)</th>
<th>Staff Tuition Reimbursement Assistance Program (STRAP)</th>
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<tbody>
<tr>
<td></td>
<td>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</td>
<td>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</td>
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<tr>
<td>Eligible Colleges/Institutions</td>
<td>Any USG institution</td>
<td>Non-USG accredited institution or college</td>
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<tr>
<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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<tr>
<td>Grade Requirements</td>
<td>“C” or better</td>
<td>“C” or better</td>
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<tr>
<td>Assistance Method</td>
<td>Tuition payment waiver applied up front</td>
<td>Reimbursement received after term up to the GT reimbursement rate</td>
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<tr>
<td>Eligible Programs</td>
<td>Associate degree, Bachelor’s degree, Master’s, Doctorate degree or Academic Certificate program (see exclusions list)</td>
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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
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 an academic credit and a grade; therefore, it is not eligible for TAP.

- 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 Services Center at (404) 385-1111 or submit a Request Help ticket at asc.gatech.edu
Educational Assistance Application Deadlines

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 Georgia Tech semester dates. Example: If your school has a “Winter” term that begins in January, then you will need to fill out a Spring TAP application because that “Winter” term falls within GT Spring Semester dates.
TAP/STRAP: Reminders

Prerequisites

• Must go through regular student admissions process prior to applying for TAP
• Must receive a student ID prior to TAP and STRAP application

Reminders

• A new TAP/STRAP application must be submitted for each semester that you wish to participate in
• One TAP/STRAP application is permitted for the institution you will attend each semester
• You will receive an approval letter via email through ServiceNow.
• Late applications are **not accepted**
USG: Tuition Assistance Program (TAP)
Navigating the Administrative Services Portal

1. Navigate to your Administrative Services employee portal

2. Log in using your Georgia Tech credentials
Locating the TAP Application

Reminder: You will only see the TAP and STRAP application in your portal when the application period is open June 15 – July 15.

1. Select Service Request
2. Select Benefits from the Categories
3. Select Tuition Assistance Program (TAP) Application

Eligibility Warning
If you have not maintained a full-time, benefit eligible status for six months or greater within the University System of Georgia (USG) by the application deadline, you will receive an error.
Completing the TAP Application

Tuition Assistance Program (TAP) Application

Submit a request for tuition assistance

Complete this application with required approval signatures and submit by the required deadline to the TAP Coordinator at the Home Institution.

Application Deadlines: Spring- November 15; Summer & May semester- April 15; Fall- July 15

Submit one application per semester up to 30 days prior to the application deadline for program consideration. If the deadline is on a holiday or weekend, the business day prior then applies. Tuition Assistance waives tuition for up to 9 academic credit hours per semester and applicable student fees for courses at a USG institution.

Program Exclusions: Employees may not enroll in certain programs or courses, including: dental, law, medical, pharmacy, veterinary, or executive total cost programs, workshops, seminars, continuing education courses, management development programs, special examinations, or private consultant refresher courses to take examinations.

* Indicates required

Opened By

Buzz Tech

Employee Information

* Employee ID
1234567

* Work Email
buzz72@gatech.edu

* Phone
(404) 111-1111

* Job Title
Senior Mascot

* Department
Athletics

Your information will pre-populate in this form; everything except your phone number.
Completing the School Program Information

6. Select the **USG institution** you are attending
   
   **Note:** You must already be accepted into the institution

7. Select the upcoming **Academic Term**

7. **Chose from Drop-Down**
   - Spring
   - Fall
   - Summer

8. Enter your **Student ID**; if you are attending:
   - GT = auto populates with your GTID
   - Other USG School = enter your student ID at the teaching institution

9. Indicate the **type of program** you are enrolled in

10. **Indicate your Program / Area of Study**

11. Indicate if you are eligible for additional Financial Assistance

12. **Indicate if you are a prior TAP Participant**

13. **Indicate if you are a current TAP Participant**
   
   - If select yes on both #12 & #13 then additional field will populate, indicate the School, Term, and Year
Completing the Course Information

11. Indicate the **fields are complete**
12. Select **Add**
13. Indicate the **CRN #**
14. Indicate your **Course Prefix and Number**
15. Indicate **Credit Hours**
16. Indicate **Course Name**
17. Indicate **Class Days & Times**
Post Submission: Approvals and Routing

After you submit your application, it will be automatically routed to your Manager for review. If your manager approves of your application, it will be routed to the TAP and STRAP team for processing.

Submit TAP Application → Wait for Manager Approval → Eligibility Confirmation (Work in Progress) → Register for Classes → Grades Confirmation (Work in Progress) → Attend School!

TAP/STRAP Team confirms:
- ✓ You do not have any upcoming termination or leave
- ✓ You made a "C" or greater the prior semester
- ✓ You did not withdraw from prior semester’s courses

If you are a Manager and would like to learn more about the process of approving an employee's TAP and STRAP request, please attend the approving sessions provided (Click to register here)
### USG Registration Dates

#### Summer 2024 Semester

- Georgia Institute of Technology: August 14–25, 2023
- Georgia Southern University: August 14, 2023
- Georgia Southwestern State University: August 4, 2023
- Georgia State University: July 17, 2023
- Gordon State College: April 24, 2023
- Kennesaw State University: July 17, 2023
- Middle Georgia State University: July 27, 2023

#### Fall 2023 Semester

- Abbeville Baldwin Agricultural College: August 14, 2023
- Albany State University: July 24, 2023
- Atlanta Metropolitan College: June 28, 2023
- Augusta University: August 15, 2023

### View USG TAP registration dates here

[Visit website](https://benefits.usg.edu/work-life/tap-employee-registration-dates)
GT: Staff Tuition Reimbursement Program (STRAP)
Navigating the Administrative Services Portal

1. Navigate to your **Administrative Services** employee portal
2. Log in using your **Georgia Tech credentials**
Locating the STRAP Application

Reminder: You will only see the TAP and STRAP application in your portal when the application period is open June 15 – July 15
Competing the STRAP Application

Your information will pre-populate in this form; everything except your phone number.
Competing the School Program Information

6. Enter the **accredited non-USG institution** you are attending

   *Note: You must already be accepted into the institution*

7. Indicate the **program** you are enrolled in

8. Indicate your **Major Field**

9. Select the upcoming **Academic Term** (see table on the left)

10. Enter your **the estimate end date of your courses**

When you approach the end of your coursework, **submit an expense report to request reimbursement of your courses**

*Reminder: You must fill out a STRAP application based on Georgia Tech semester dates.*

*Example: If your school has a “Winter” term that begins in January, then you will need to fill out a Spring TAP application because that “Winter” term falls within GT Spring Semester dates (January-May).*
Completing the Course Information

11. Indicate the **fields are complete**

12. Select **Add**

13. Indicate the **Course Name**

14. Indicate your **Credit Hours**

15. Indicate **Tuition Cost**

16. Automated: **Estimated Reimbursement Eligibility Table Summary**
After you submit your application, it will be automatically routed to your Manager for review. If your supervisor approves of your application, it will be routed to the TAP and STRAP Team for processing.

If you are a Manager and would like to learn more about the process of approving an employee’s TAP and STRAP request, please attend the approving session provided (Click to register here).
STRAP Reminders: 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)
  • Worktag (Can be found on the STRAP Approval Letter)
  • Class names and dates that’s on your STRAP application should match the information on your grade transcript.
  • STRAP reimbursement requests should be submitted upon the completion of your course. The requests 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 in your STRAP APPROVAL LETTER
Tax Implications
To be eligible for a tax waiver, certain IRS requirements must be met.

The course **MUST**:  
• Be related to the employee’s current job, maintain or improve current job skills.

The course **MUST NOT**:  
• Include courses to work toward an advanced degree **REQUIRED** to retain the current job or pay level.  
• Be **REQUIRED** to meet the minimum education requirements of the employee’s current job.  
• Qualify the employee for a new trade, business or new role.

Reminder: Tax waiver questions are based on current position
Tax Implications

If you are taking a graduate program and you will exceed tuition benefits over $5,250 annually, you are subject to tax reporting.

- Select “Yes” to the tax waiver question to apply for a Graduate Student Tax Waiver
- Select “No” if this does not apply to you
Completing the Tax Wavier and Course Information

If you select “Yes” or “No” to Tax Wavier

1. Indicate the CRN#
2. Indicate the Course Prefix and Number
3. Indicate the Credit Hours
4. Indicate the Course Name
5. Indicate the Course Description
6. Indicate the Class Days and Times
Completing Remaining Fields of Tax Waiver

Only applicable if you selected “Yes” for the Tax Waiver

7. Select if this course helps improve your ability to **perform current** job duties

8. Select if this course is **required** by my employer for my **current position**

9. Select if the course is **required** for a promotion or salary increase

10. Select if the course is to **qualify** for a new trade, business, or new role

11. Provide a **brief description** of the coursework and how it will help your current job duties
Completing Attestation, Attachments and Submit

12. Attest that the information you filled out is accurate and truthful; be sure to read the whole message.

13. Attach your course syllabus to the request.

This is required for your manager to review your request.

14. Click “Submit”
Application Status Update
Checking Your Application Status

Shows current up-to-date progress within application process:

Process Step:
✓ Manager Approval
✓ Confirm eligibility
✓ Awaiting Grades
✓ Tax Waiver Review
✓ Under Review
✓ Complete

Request

Tuition Assistance Program (TAP) Application for Jamilieh Harris (Administrative Service Center)
HRC0061314
TAP Request - GT Employees

State
Process Step: Manager Review
Case State: Awaiting Approval

Updated
3mo ago
Communicating with Tuition Assistant Program Team

If you have changes to your coursework or need to contact the Georgia Tech Tuition Program Team, leave a comment on your application!

Leave a comment on your case!
GTRI Supplemental Programs
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
Sarah Cockrell (Director, Employee Development) at Sarah.Cockrell@gtri.gatech.edu.
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
• Sarah Cockrell (Director, Employee Development) at Sarah.Cockrell@gtri.gatech.edu
GTRI Resources

• For GTRI employee Education Assistance Website: https://webwise.gtri.gatech.edu/departments/shrp/education-assistance

• GTRI EA Infographic: https://webwise.gatech.edu/system/files/2023_Education%20Assistance%20Infographic_1027%20%28updated%29.pdf

• Register to attend the GTRI Info Session on Friday, May 31 at 11 a.m. https://gtri.sabacloud.com/Saba/Web_spf/NA7P1PRD132/app/me/learningeventdetail/cours000000000006660;spf-url=common%2Fledetail%2Fcours000000000006660
Reminders, Resources and Questions
Contact Us

**General Inquiries**

Contact the Administrative Services Center (ASC)
- Phone: (404) 385-1111
- Submit a Request: General HR Request
- Leave a comment on your HR case

**TAP: Attending GT**

Contact the Tuition Program Team at Georgia Tech
- Leaving a comment on your application in the Administrative Services portal

**TAP: Attending other USG School**

Contact the TAP Coordinator at your Teaching Institution
- Look up contact information on USG Board of Regents

**STRAP Applicants**

Contact the Tuition Program Team at Georgia Tech
- Leaving a comment on your application in the Administrative Services portal
Top 4 Things To Remember

1. Applications can be submitted through the Administrative Services portal and will open June 15 – July 15 for fall semester.
2. Turn it in on time. Late applications are not accepted.
3. Your supervisor(s) will need to approve the application before the deadline.
4. You should register for classes prior to receiving the approval letter.
Resources

Click here to download a PDF of the TAP and STRAP Flyer

Click here to download a PDF of the TAP and STRAP Flyer
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](http://www.usg.edu/hr/benefits/tuition_assistance_program)

- **Georgia Tech Academic Calendar**
  [www.registrar.gatech.edu](http://www.registrar.gatech.edu)

- **Education Assistance FAQ**
  Education Assistance FAQ | Human Resources (gatech.edu)
Feedback: Tell us how we did?

https://gatech.co1.qualtrics.com/jfe/form/SV_aXmhen3mxdbO9Lw