This toolkit provides applicants with information about the Tuition Assistance Program (TAP) and the Staff Tuition Reimbursement Assistance Program (STRAP) process including how to submit applications.

TAP and STRAP requests will get automatically routed to managers for review and approval in ServiceNow.

**Application Process**

1. Submit TAP Application
2. Wait for Manager Approval
3. Wait for ASC to Confirm Eligibility
4. Register for Classes
5. Wait for ASC to Confirm Grades
6. Attend School

---

**Tuition Assistance Program (TAP)**

- **Employment Requirement:** Any benefit eligible staff or faculty (except 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.
- **Eligible Colleges/Institutions:** Any USG institution
- **Credit Limits:** Up to 9 credit hours per semester
- **Grade Requirements:** \( \geq C \) or better
- **Assistance Method:** Tuition payment waiver applied up front
- **Eligible Programs:** Associate degree, Bachelor's degree, Master's degree, Doctorate degree or Academic Certificate (see exclusions list)

**Staff Tuition Reimbursement Assistance Program (STRAP)**

- **Employment Requirement:** Any benefit eligible staff (except 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:** Non-USG accredited institution or college
- **Credit Limits:** Up to 6 credit hours per semester
- **Grade Requirements:** \( \geq C \) or better
- **Assistance Method:** Reimbursement received after term up to the GT reimbursement rate
- **Eligible Programs:** Associate degree, Bachelor's degree Master's degree, Doctorate degree or Academic Certificate (see exclusions list)

---

**Status Update**

- Shows current up-to-date progress within application process.
- To make changes to course information, add a comment within the application.
- If the tax waiver questions need to be updated, please resubmit an application.

---

**Resources**

- Education Assistance Webpage
- Education Assistance FAQs
- TAP Policy
- STRAP Policy
- Information Session Recordings
- Education Assistance Exclusions

---

**Application Periods**

- **Summer Semester:** March 15 – April 15
- **Fall Semester:** June 15 – July 15
- **Spring Semester:** October 15 – November 15

---

**Tuition Waiver Eligibility Guide**

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

**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.

---

**Questions?**

- Call the ASC at 404.385.1111
- Email the ASC at support@asc.gatech.edu
- Submit a General HR Request via the Administrative Services portal

---

Applications **must be submitted and approved** by managers no later than the application deadline:

- **April 15** (summer semester)
- **July 15** (fall semester)
- **November 15** (spring semester)