

# Education Assistance Approver Toolkit

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

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

## Application Process



### Application Review Checklists

#### TAP

- Understand course detail information and ensure no concerns with class times or courses requested
- Certify that you have read employee responses to tax waiver questions and do not believe employee responses are inaccurate** (see tax implications if applicable)
- Confirm program is eligible for TAP

#### STRAP

- Understand course detail information and ensure no concerns with class times or courses requested
- Confirm tax wavier information aligns with your understanding of employee's job responsibilities** (see tax implications if applicable)
- Review attached course syllabus to confirm **coursework relates to a career field at Georgia Tech**
- Confirm program is eligible for STRAP

### Program Exclusions

Some programs may be excluded due to the nature of the coursework and program structure. For more information, review the [Education Assistance Program Exclusion](#) or contact the ASC.

### Resources

- [Education Assistance Webpage](#)
- [Education Assistance FAQs](#)
- [TAP Policy](#)
- [STRAP Policy](#)
- [Information Session Recordings](#)

### Reviewing Tax Waiver Questions

If an employee is taking a graduate program **and** they are exceeding tuition benefits over \$5,250, they are subject to tax reporting.

- Ensure they select "Yes" to the tax wavier question to apply for a Graduate Student Tax Wavier
- Ensure they select "No" if it does not apply

This course helps improve my ability to perform my current job duties	Yes
This course is required by my employer for my current position	Yes
This course helps improve my ability to perform my current job duties	No
This course is required by my employer for my current position	No
This course is required solely for a promotion or salary increase	No
This course is to qualify for a new trade, business, or new role	No
This course helps improve my ability to perform my current job duties	Yes
This course is required by my employer for my current position	Yes
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This course is required solely for a promotion or salary increase	Yes
This course is to qualify for a new trade, business, or new role	Yes

### Application Periods

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

**You must review and approve your employee's request by the application deadline.**

- **April 15**
- **July 15**
- **November 15**



## Questions?

- Call the ASC at 404.385.1111
- Email the ASC at [support@asc.gatech.edu](mailto:support@asc.gatech.edu)
- Submit a General HR Request via the [Administrative Services portal](#)



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