

Education Assistance Info Session: Applying TAP & STRAP (Spring 25)

For All Employees

Spring 2025



Before We Get Started



This session will be recorded



A PDF of the presentation will be shared with attendees



Please use the Q&A for any questions



We will follow-up on any unanswered questions

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
- 09 Questions



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

	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 reimbursement 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)

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 your 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 that **do not** provide an academic credit and a grade; **are 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

Application Period:	JUN 15 - JUL 15	OCT 15 - NOV 15	MAR 15 - APR 15
GT Fall Semester	Aug - Dec		
GT Spring Semester		Jan - May	
GT Summer Semester			May - July

 **Deadline Warning**

Application Deadlines

- *July 15*
- *Nov. 15*
- *Apr. 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 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 STRAP 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**



System

Sent Email • 04/08/2024 04:25 PM

Subject TAP Confirmation of Receipt

To [Redacted]

[Show less](#)

Hello [Redacted]

This email is to confirm receipt of your Summer/Maymester 2024 TAP application. Your application is currently being reviewed for consideration into the program.

Make sure you register for classes according to the dates that have been designated by your teaching institution. The [TAP USG Employee Registration Dates](#) are found on the USG website. Each USG institution has a different registration period. If you register for classes before the start of the registration period for your teaching institution your TAP tuition waiver will not be applied.

Prior Semester TAP Participants:

If you participated in TAP last semester, your grades will be reviewed to confirm you've met the passing grade criteria (i.e., "C" or above). If you meet these criteria, the TAP waiver will be applied and you will receive a notification of the approval.

For more information, please see the [TAP Policy](#) which can be found on the USG website.

If you have any further questions, feel free to reply to this case.

Best of luck this semester!

USG:
Tuition Assistance
Program (TAP)



TAP Application Process



Eligibility Requirements

- ✓ Employment Status: no upcoming termination, FMLA, LOA, and Paternity Leave
 - ✓ Must be **active** during Eligibility Review, Registering for classes, and Confirmation of Grades
- ✓ Application is reassigned to teaching institution for review
- ✓ Grades from previous semester were a "C" or greater
- ✓ Enrollment Status: no withdrawals from prior semester courses

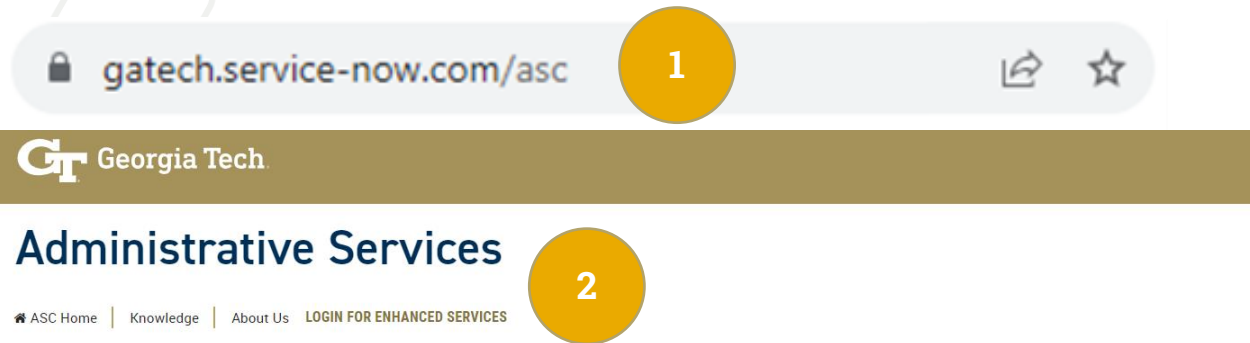
USG Registration Dates

Institution	TAP Registration Dates	Registration Dates
Georgia Institute of Technology	August 14- 25, 2023	August 21, 2023
Georgia Southern University	July 14, 2023 - August 17, 2023	August 14, 2023
Georgia Southwestern State University	August 4, 2023	August 16, 2023
Georgia State University	July 17, 2023	August 21, 2023
Gordon State College	April 24, 2023	August 16, 2023
Kennesaw State University	July 17, 2023	August 14, 2023
Middle Georgia State University	July 27, 2023	August 9, 2023- Full Session & Short Session I October 4, 2023- Short Session II

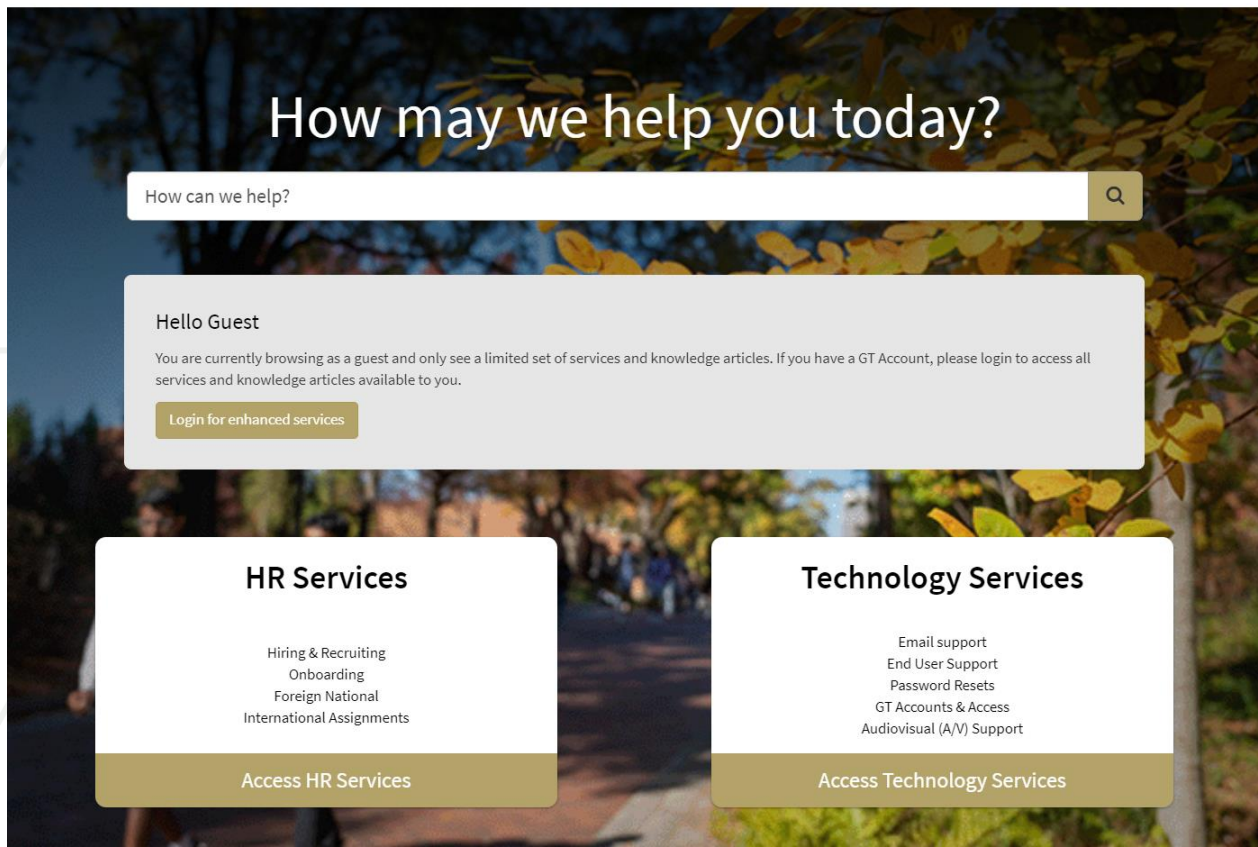
[View USG TAP registration dates here](https://benefits.usg.edu/work-life/tap-employee-registration-dates)



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

Administrative Services

ASC Home | Workspaces | **3** Service Request | My Requests | My Approvals | Dashboards & Reports | About Us

Home > All Catalogs > Benefits

Search

Categories

- 4** Benefits
- Compensation
- General
- Hiring (Talent Acquisition)
- System Navigation / Access

Benefits

Service Items

Item	Description
Staff Tuition Reimbursement Assistant Program (STRAP)	Submit a request for Staff Tuition Reimbursement Assistant Program (STRAP)
5 Tuition Assistance Program (TAP) Application	Submit a request for tuition assistance

Top Viewed Articles

3. Select **Service Request**
4. Select **Benefits** from the Categories
5. Select **Tuition Assistance Program (TAP) Application**

Reminder: You will only see the TAP and STRAP application in your portal when the application period is open

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

Your information will pre-populate in this form; everything except your phone number

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

Employee Information

* Employee ID

* Job Title

* Work Email

* Department

* Phone

Completing the School Program Information

School Program Information

Home Institution [?]

Georgia Tech

* Academic Term

Select one

7

* Is this in an undergrad, graduate, or academic certificate program?

Select one

9

* Are you eligible for a grant, scholarship, or additional Financial Aid? If so, please list

11

* Teaching Institution [?]

Select one

6

* Student ID for Teaching Institution

8

* Indicate your Program / Area of Study

10

* Are you a prior TAP participant?

Select one

12

* Are you a current TAP participant?

Select one

13

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

7. Select the upcoming **Academic Term**

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

Annotation ?

The above fields must be entered before you enter course information. When you confirm that the above fields are complete, you will see additional fields below and the fields above will be made read-only. If you need to change the information above, simply uncheck the option here, but please note that if the selection is unchecked, you will have to re-enter the information below including course details.

The above fields are complete, I'm ready to enter my course information. **11**

The above fields are complete, I'm ready to enter my course information.

*Courses

Add Remove All **12**

Actions	Course Name	Credit Hours	Tuition Cost	1. This course maintains or improves skills required to perform cur
---------	-------------	--------------	--------------	---

Add Row

* CRN# **13**

* Course Prefix and Number (e.g., ART2301L, ART 2301) **14**

* Credit Hours **15**

* Course Name **16**

* Class Days & Times **17**

Cancel Add

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**

GT: Staff Tuition Reimbursement Program (STRAP)



STRAP Application Process

Submit STRAP Application
(Confirmation of Receipt sent)

Pending Manager Approval
(Automatic notifications sent to managers for approval)

Eligibility Review
(Contingent approval letter sent)

Register For Classes

Attend Classes

Submit Expense Report
(via Workday)

Review Expense Report
(STRAP Reimbursement Issued)

Eligibility Requirements

- ✓ Official Transcript
- ✓ Grades from previous semester were a "C" or greater
- ✓ Copy of paid tuition statement

Navigating the Administrative Services Portal

The screenshot shows the browser address bar with the URL `gatech.service-now.com/asc` and a yellow circle with the number 1. Below the browser is the Georgia Tech logo and the text "Administrative Services" with a yellow circle with the number 2. The main content area features a search bar with the text "How may we help you today?", a "Hello Guest" message, and two service categories: "HR Services" and "Technology Services".

gatech.service-now.com/asc 1

Georgia Tech

Administrative Services 2

ASC Home | Knowledge | About Us | LOGIN FOR ENHANCED SERVICES

How may we help you today?

How can we help? Q

Hello Guest

You are currently browsing as a guest and only see a limited set of services and knowledge articles. If you have a GT Account, please login to access all services and knowledge articles available to you.

Login for enhanced services

HR Services

- Hiring & Recruiting
- Onboarding
- Foreign National
- International Assignments

Access HR Services

Technology Services

- Email support
- End User Support
- Password Resets
- GT Accounts & Access
- Audiovisual (A/V) Support

Access Technology Services

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

Locating the STRAP Application

Administrative Services

The screenshot shows the Administrative Services portal interface. At the top, there is a navigation bar with links for ASC Home, Workspaces, Service Request (highlighted with a yellow box and a yellow circle containing the number 3), My Requests, My Approvals, Dashboards & Reports, and About Us. Below the navigation bar, there is a search bar and a breadcrumb trail: Home > All Catalogs > Benefits. On the left side, there is a 'Categories' sidebar with a list of categories: Benefits (highlighted with a yellow box and a yellow circle containing the number 4), Compensation, General, Hiring (Talent Acquisition), and System Navigation / Access. Below the categories sidebar, there is a 'Top Viewed Articles' section. The main content area is titled 'Benefits' and contains a table of 'Service Items'. The table has two columns: 'Item' and 'Description'. The first row is highlighted with a yellow box and a yellow circle containing the number 5. The 'Item' column contains 'Staff Tuition Reimbursement Assistant Program (STRAP)' and the 'Description' column contains 'Submit a request for Staff Tuition Reimbursement Assistant Program (STRAP)'. The second row is 'Tuition Assistance Program (TAP) Application' with the description 'Submit a request for tuition assistance'.

ASC Home | Workspaces | **3** Service Request | My Requests | My Approvals | Dashboards & Reports | About Us

Home > All Catalogs > Benefits

Categories

- 4** Benefits
- Compensation
- General
- Hiring (Talent Acquisition)
- System Navigation / Access

5

Top Viewed Articles

Benefits

Service Items

Item	Description
Staff Tuition Reimbursement Assistant Program (STRAP)	Submit a request for Staff Tuition Reimbursement Assistant Program (STRAP)
Tuition Assistance Program (TAP) Application	Submit a request for tuition assistance

3. Select **Service Request**
4. Select **Benefits** from the Categories
5. Select **Staff Tuition Reimbursement Assistance Program (STRAP)**

Reminder: You will only see the TAP and STRAP application in your portal during the application period

Competing the STRAP Application

Your information will pre-populate in this form; everything except your phone number.

Staff Tuition Reimbursement Assistant Program (STRAP)

Submit a request for Staff Tuition Reimbursement Assistant Program (STRAP)

Please note that approved requests will be reimbursed after the completion of the course

* Indicates required

Opened By
i Buzz Tech ▼

Employee Information

* Employee ID 1234567	* Job Title Senior Mascot
* Work Email buzz72@gatech.edu	* Department Athletics ▼
* Phone (404) 111-1111	

Competing the School Program Information

School Program Information

* Educational Institution **6**

* Major Field **8**

* Academic Term **9**

* Is this in an undergrad, graduate, or academic certificate program? **7**

* Employment start date (Institute Seniority) 04/17/2022

* Estimated End Date for Courses **10**

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)

Chose from Drop-Down
Spring
Fall
Summer

10. Enter you're the estimate end date of your courses

When you approach the end of your coursework, **submit an expense report to request reimbursement for 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 STRAP application because that "Winter" term falls within GT Spring Semester dates (January-May).

Completing the Course Information

Annotation ?
The above fields must be entered before you enter course information. When you confirm that the above fields are complete, you will see additional fields below and the fields above will be made read-only. If you need to change the information above, simply uncheck the option here, but please note that if the selection is unchecked, you will have to re-enter the information below including course details.

The above fields are complete, I'm ready to enter my course information.

11

The above fields are complete, I'm ready to enter my course information.

* Courses

Add

Remove All

12

Add Row

* Course Name

13

* Credit Hours

14

* Tuition Cost

15

Cancel

Add

* I have completed entering courses

16

Estimated Eligible Reimbursement

Course Name	Credit Hours	Tuition Cost	Estimated Eligible Reimbursement [Credit Hours] X \$203
ART	3	900	\$609.00
	3 (up to 6 hours eligible for reimbursement)	\$900.00	\$609.00*

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**

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 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



TAX Waiver Eligibility Guide

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 your 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

Consult your tax professional if you have questions

* Graduate educational assistance over \$5,250 is subject to tax reporting except under certain circumstances. If you're taking graduate level courses, and will pay more than \$5,250 and want to apply for a Graduate Student Tax Waiver, click "yes".

Yes

Tuition Assistance Program (TAP) graduate students applying for a tuition benefits tax waiver for amounts in excess of the annual IRS tax-free educational benefit of \$5,250 need to complete the following additional fields. Additional information is available on the USG website at <https://benefits.usg.edu/work-life/tuition-assistance-program>.

I request that the graduate level courses identified in the course list below be excluded from my gross income based on each of my answers below:

The above fields must be entered before you enter course information. When you confirm that the above fields are complete, you will see additional fields below and the fields above will be made read-only. If you need to change the information above, simply uncheck the option here, but please note that if the selection is unchecked, you will have to re-enter the information below including course details.

The above fields are complete, I'm ready to enter my course information.

Completing the Tax Wavier and Course Information

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

* CRN#	1
* Course Prefix and Number (e.g., ART2301L, ART 2301)	2
* Credit Hours	3
* Course Name	4
* Course Description	5
* Class Days & Times	6

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

* This course helps improve my ability to perform my current job duties

Select one **7** ▼

* This course is required by my employer for my current position

Select one **8** ▼

* This course is required solely for a promotion or salary increase

Select one **9** ▼

* This course is to qualify for a new trade, business, or new role

Select one **10** ▼

* Provide a brief description of how the coursework will help support your current primary job duties:

11

Cancel Add

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 support your current job duties

Completing Attestation, Attachments and Submit

The above fields must be entered before you enter course information. When you confirm that the above fields are complete, you will see additional fields below and the fields above will be made read-only. If you need to change the information above, simply uncheck the option here, but please note that if the selection is unchecked, you will have to re-enter the information below including course details.

The above fields are complete, I'm ready to enter my course information.


12

*Explain how this coursework applies to your current job ?

*Brief description of primary job duties ?

* I certify that I have read and understand the STRAP policy and procedure. I am not eligible for another reimbursement plan or scholarship source, and the information supplied is correct. I certify that payment was made using personal funds.

13

 Add attachments

Submit

14

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 (STRAP)

This is required for your manager to review your request

14. Click "Submit"

Concepts of Mathematics (21-127)

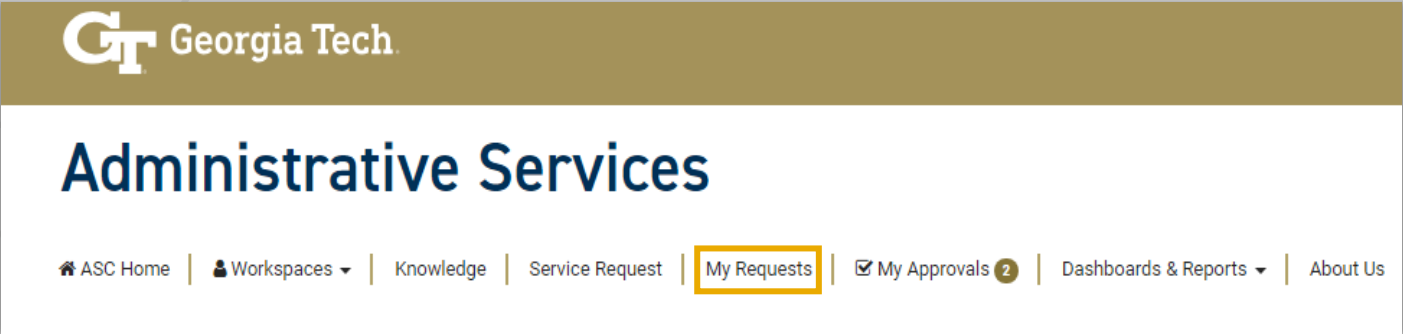
3 Schedule		Date	Topic	PCA	PS
Week 1	Monday	29th June	Introduction		
	Tuesday	30th June	Propositions and quantifiers	✓	
	Wednesday	1st July	Proofs and problems	✓	
	Thursday	2nd July	Sets	✓	
	Friday	3rd July	(No class)		
	Monday	6th July	Induction and recursion		
Week 2	Tuesday	7th July	More induction and recursion	✓	✓
	Wednesday	8th July	Proofs and problems	✓	
	Thursday	9th July	Counting principles	✓	
	Friday	10th July	More counting principles	✓	
Week 3	Monday	13th July	Binomials and factorials	✓	
	Tuesday	14th July	More binomials and factorials	✓	✓
	Wednesday	15th July	Proofs and problems	✓	
	Thursday	16th July	Division	✓	
	Friday	17th July	More division	✓	
Week 4	Monday	20th July	Primes and irreducibles	✓	
	Tuesday	21st July	More primes and irreducibles	✓	✓
	Wednesday	22nd July	Proofs and problems	✓	
	Thursday	23rd July	Modular arithmetic	✓	
	Friday	24th July	More modular arithmetic	✓	
Week 5	Monday	27th July	Relations	✓	
	Tuesday	28th July	More relations	✓	✓
	Wednesday	29th July	Proofs and problems	✓	
	Thursday	30th July	Functions	✓	
Week 6	Friday	31st July	More functions	✓	
	Monday	3rd August	Cardinality	✓	
	Tuesday	4th August	More cardinality	✓	✓
	Wednesday	5th August	Proofs and problems	✓	
	Thursday	6th August	Sets with structure	✓	
	Friday	7th August	More sets with structure	✓	
Saturday	8th August	Final project due at 8am	(18)	(5)	
Tuesday	11th August	Final grades on SIO			

Application Status Update



Checking Your Application Status

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



GT Georgia Tech

Administrative Services

ASC Home | Workspaces | Knowledge | Service Request | **My Requests** | My Approvals 2 | Dashboards & Reports | About Us

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

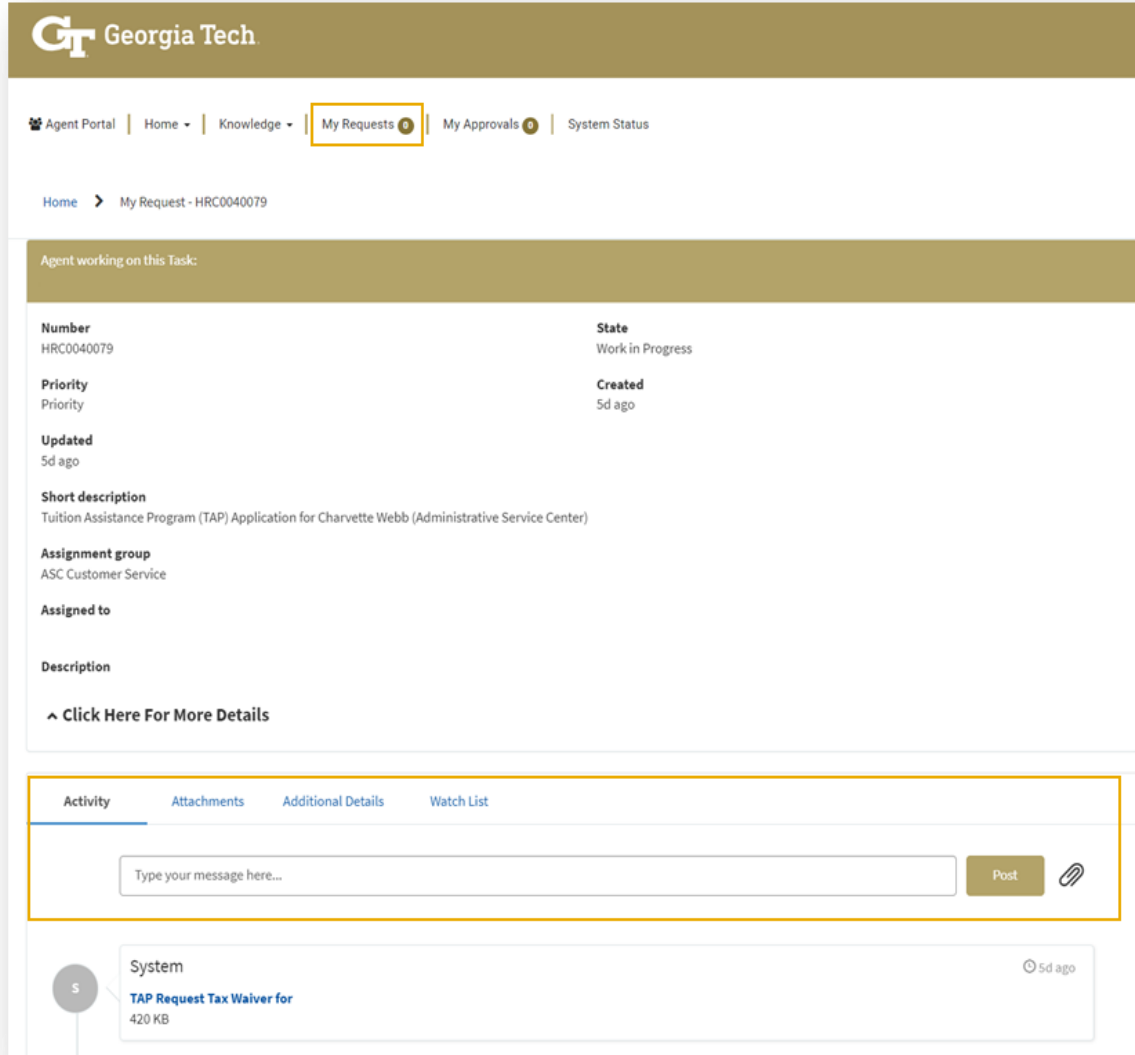
Request	State	Updated
Tuition Assistance Program (TAP) Application for Jamilieh Harris (Administrative Service Center) HRC0061314 TAP Request - GT Employees	Process Step: Manager Review Case State: Awaiting Approval	🕒 3mo ago



- Case State:
- ✓ Awaiting approval
 - ✓ Work in progress
 - ✓ On hold

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!



The screenshot shows the Georgia Tech Agent Portal interface. At the top, the Georgia Tech logo is visible. Below it, a navigation bar includes links for Agent Portal, Home, Knowledge, My Requests (highlighted with a yellow box), My Approvals, and System Status. The main content area displays details for a request with ID HRC0040079. The request is in a 'Work in Progress' state, has a priority of 'Priority', and was created 5 days ago. The short description is 'Tuition Assistance Program (TAP) Application for Charvette Webb (Administrative Service Center)'. Below the details, there are tabs for Activity, Attachments, Additional Details, and Watch List. The 'Activity' tab is active, showing a comment box with the placeholder text 'Type your message here...' and a 'Post' button. Below the comment box, there is a system message: 'System: TAP Request Tax Waiver for 420 KB', posted 5 days ago.

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, Sept 27 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

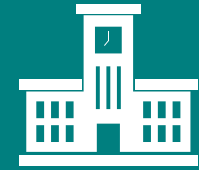
- Leaving a comment on your application in the Administrative Services portal



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 be available **during the application period only**.
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](#)

Education Assistance Application Toolkit

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



Application Requirements	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 reimbursement 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)

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.

Tax 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

Resources

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

Application Periods

Application Period	Application Period
Summer Semester	March 15 - April 15
Fall Semester	June 15 - July 15
Spring Semester	October 15 - November 15

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)

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](#)

[Click here to download a PDF of the TAP and STRAP Flyer](#)



Georgia Tech
Administrative Services Center



Education Assistance Programs



LEARN MORE

Georgia Tech offers an extremely competitive and comprehensive benefits package designed to enhance your work-life experience and remain an employer of choice. As such, we are pleased to share with you the details related to Georgia Tech Tuition Assistance programs.

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.

STRAP

The Staff Tuition Reimbursement Assistance Program (STRAP) is an education assistance program that provides partial tuition reimbursement for full-time, benefit-eligible Georgia Tech employees at any accredited institution outside of the USG who have maintained this status for at least twelve months within Georgia Tech.

GTRC

The GTRC is an education assistance program that provides partial reimbursement of tuition and fees for Georgia Tech research faculty at any accredited institution

CONTACT US

- asc.gatech.edu
- Phone: (404) 385-1111

SEMESTER DEADLINES

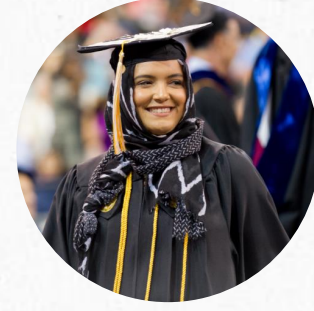
	DUE JULY 15	DUE NOV 15	DUE APR 15
GT Fall Semester	Aug - Dec		
GT Spring Semester		Jan - May	
GT Summer Semester			May - July

Educational Assistance Contact & Resources Information

- **Education Assistance**
[Education Assistance FAQ | Human Resources \(gatech.edu\)](#)
- **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:

TAP and STRAP *(Spring semester)*



Education Assistance Info Session: Applying for TAP and STRAP

These virtual session will provide employees with information about the Tuition Assistance Program (TAP) and the Staff Tuition Reimbursement Assistance Program (STRAP) including eligibility, important deadlines, how to apply and the application process.

Thursday, September 26
@10 – 11 a.m.



Scan the QR code to register for the sessions

Education Assistance: Approving TAP and STRAP (for managers and supervisors)

These virtual session will provide managers with information about the Tuition Assistance Program (TAP) and the Staff Tuition Reimbursement Assistance Program (STRAP) process including how to approve applications in ServiceNow.

Tuesday, October 1
@2 – 3 p.m.

Thursday, October 3
@11 – 12 p



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Questions



Feedback: Tell us how we did?



https://gatech.co1.qualtrics.com/jfe/form/SV_5nlZEIm4YZn73nM