Education Assistance Info Session: Applying TAP & STRAP

For Staff and Faculty

Fall 2025

Georgia Tech

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

Georgia Tech

Agenda

Education Assistance Programs

Georgia Tech

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 (Click here to see the full list of USG Institutions)	Non-USG accredited institution or college
Credit Limits	Up to 9 credit hours per semester	Up to 6 credit hours per semester * depending upon funding *
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

- Out-of-state fees (TAP)

- 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

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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

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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.
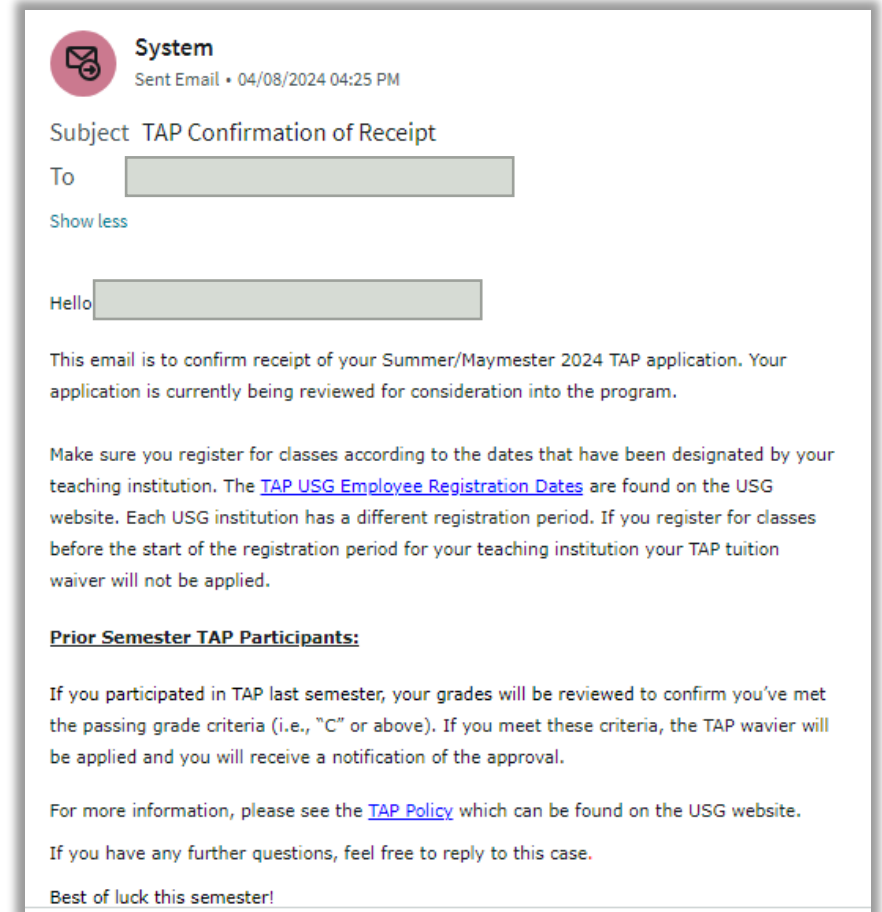
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TAP/STRAP: Reminders

Prerequisites

- Must go through regular student admissions process and be accepted to the school 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

- Application courses are **required** to match final transcript. Any updates to transcript needs be made within 30 days of classes starting.

- 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

Show less

Hello

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!

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USG:
Tuition Assistance Program (TAP)

TAP Application Process

Application courses are required to match final transcript. Any updates to transcript needs be made within 30 days of classes starting.

Submit TAP Application
(Confirmation of Receipt sent)

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

Eligibility Review
(Contingent approval letter sent)

⚠️

Register for Classes
(During the TAP registration period)

Current Semester Ends & Confirmation of Grades
(TAP waiver applied to account by payment deadline)

Attend the Next Semester!

Eligibility Requirements

✓ _Employment Status_: no upcoming termination, FMLA, LOA, or 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 that results in a "W" on your transcript.

USG Registration Dates

TAP EMPLOYEE REGISTRATION DATES

+ Summer 2025 Semester

+ Fall 2024 Semester
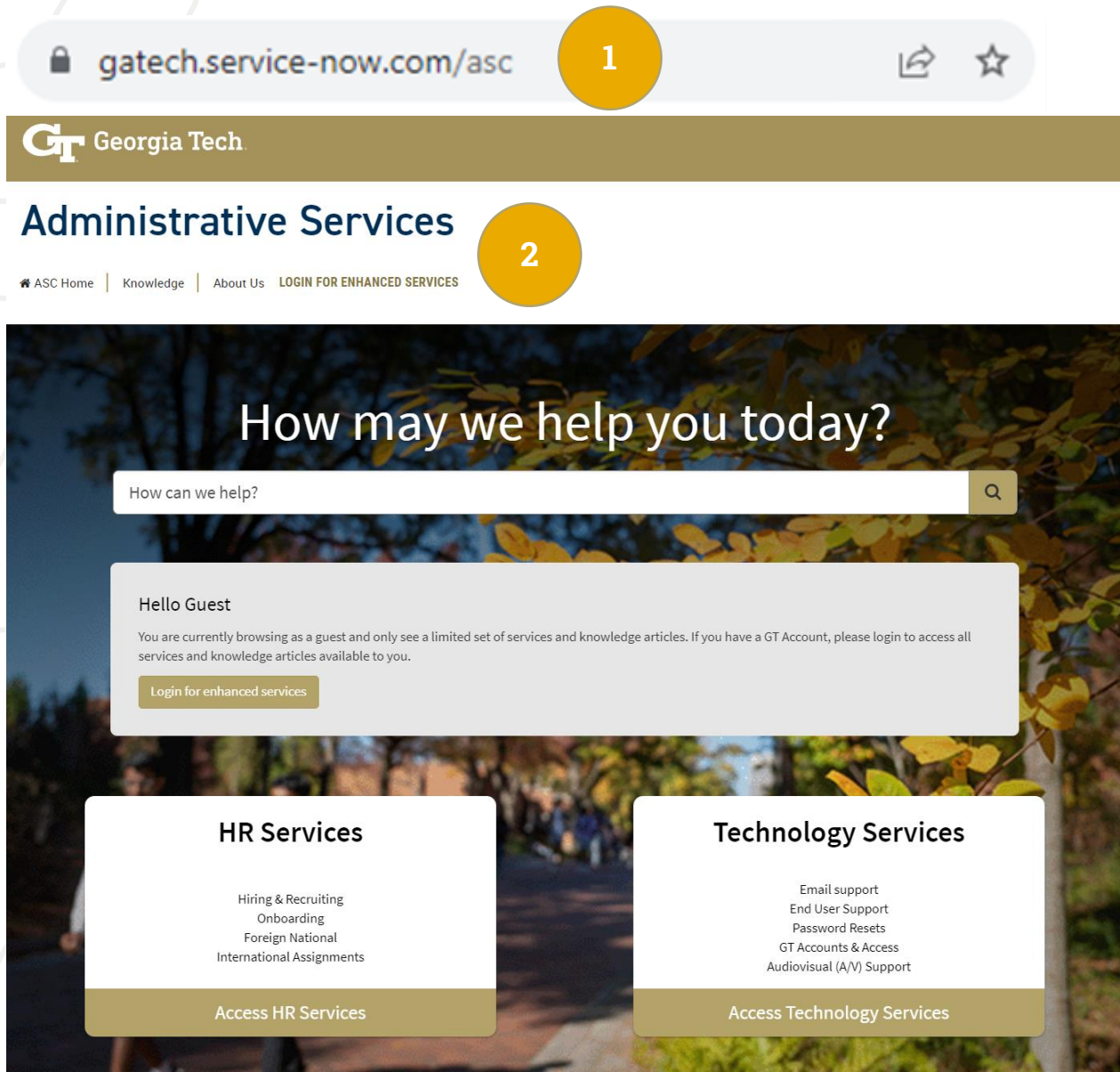
+ Spring 2025 Semester

*Fall Semester Dates Pending

		Maymester May 12, 2205
Georgia College & State University	March 31, 2025	June Term June 9. 2025
		July Term July 7. 2025
Georgia Gwinnett College	May 14, 2025	Full Session and Session A May 19, 2025
		Session B June 18, 2025
Georgia Highlands College	Full and June sessions May 22	Full and June session May29
	July session June 18	July session June 26
Georgia Institute of Technology	May 5 - 16, 2025	May 12, 2025
Georgia Southern University	April 15, 2025	May 19,, 2025
Georgia Southwestern State University	April 9. 2205	Maymester May 12, 2025
		Summer June 9, 2025
Georgia State University	April 21, 2025	Three-Week Calendar May 12, 2025
		Seven-Week Calendar June 9. 2025
		First-Half Calendar June 9. 2025

View USG TAP registration dates here

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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 ▾ | K **(3)** | Service Request | My Requests | ☑ My Approvals **0** | Dashboards & Reports ▾ | About Us

Home ❯ All Catalogs ❯ Benefits

Search 🔍

Categories

Benefits **(4)**

Compensation

General

Hiring (Talent Acquisition)

System Navigation / Access

📈 Top Viewed Articles

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

⚠️ **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.**

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

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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.

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* Indicates required

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ℹ️ Buzz Tech ▾

Employee Information

Your information (except for your phone number) will pre-populate in this form

* Employee ID
1234567

* Job Title
Senior Mascot

* Work Email
buzz72@gatech.edu

* Department
Athletics ▾

* Phone
(404) 111-1111

Completing the School Program Information

School Program Information

Home Institution ❓

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* 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**

Choose 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. Enter the **type of program** you are enrolled in

10. Enter 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 you select yes on both #12 & #13, indicate the School, Term, and Year (Example: GT Spring 2025) in the additional field

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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. ✕

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

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

* Courses

15 [Add] [Remove All]

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

Add Row ✕

* CRN#

16 [   ]

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

17 [   ]

* Credit Hours

18 [   ]

* Course Name

19 [   ]

* Class Days & Times

20 [   ]

[Cancel] [Add]

14. Check that the **fields are complete**

15. Select **Add**

16. Enter the **CRN #**

17. Enter your **Course Prefix and Number**

18. Enter **Credit Hours**

19. Enter **Course Name**

20. Enter **Class Days & Times**

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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)

Application courses are required to match final transcript. Any updates to transcript needs be made within 30 days of classes starting.

Eligibility Requirements

✓ _Official Transcript_

✓ _Grades_ from previous semester were a "C" or greater

✓ Copy of _paid tuition statement_

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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

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 (except for your phone number) will pre-populate in this form

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

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Employee Information

* Employee ID

1234567

* Work Email

buzz72@gatech.edu

* Job Title

Senior Mascot

* Department

Athletics ▾

* Phone

(404) 111-1111

Competing the School Program Information

School Program Information

Educational Institution (6)

Major Field (8)

Academic Term
Select one (9)

Is this in an undergrad, graduate, or academic certificate program?
Select one (7)

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

Estimated End Date for Courses
MM/DD/YYYY (10)

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

   Note: You must already be accepted into the institution

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

8. Enter your **Major Field**

9. Select the upcoming **Academic Term**

Choose from Drop-Down
Spring
Fall
Summer

10. Enter your estimated end date for 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** |

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

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. Check that the **fields are complete**

12. Select **Add**

13. Enter the **Course Name**

14. Enter your **Credit Hours**

15. Enter **Tuition Cost**

16. Review Automated **Estimated Reimbursement Eligibility Table Summary**

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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**

* STRAP funding is determined on a first submitted and approved basis.

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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

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Tax Implications

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

- Select "Yes" to the tax wavier question to apply for a Graduate Student Tax Wavier

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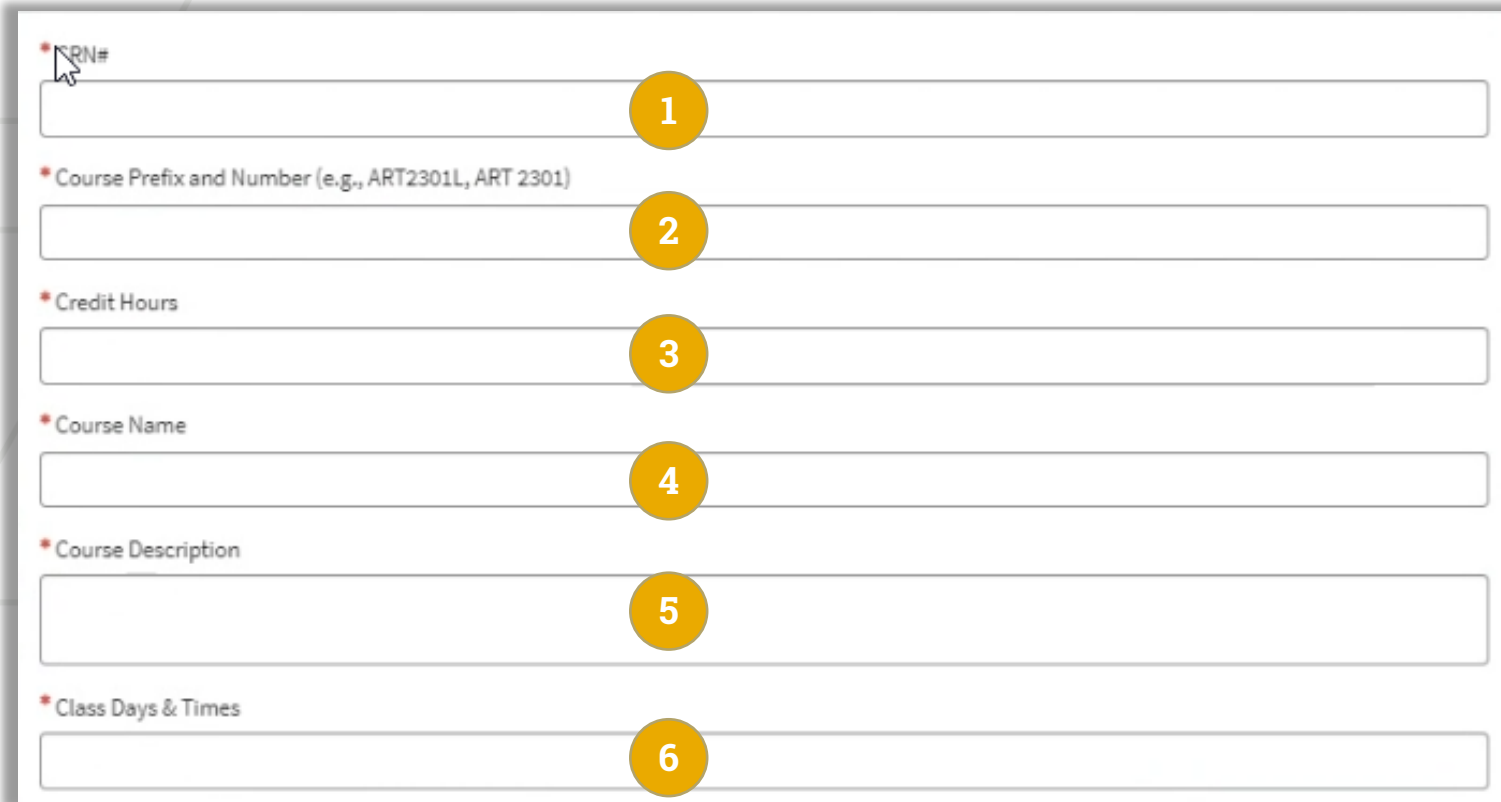
I request that the graduate level courses identified in the course list below be excluded from my gross income based on each of my answers below:

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.

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Completing the Tax Wavier and Course Information

If you select "Yes" or "No" to Tax Wavier

1. Enter **the CRN#**

2. Enter the **Course Prefix and Number**

3. Enter the **Credit Hours**

4. Enter the **Course Name**

5. Enter the **Course Description**

6. Enter **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

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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**

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)*		
Week 2	Monday	6th July	Induction and recursion	✓	
	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	✓	
	Friday	31st July	More functions		
Week 6	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 9am**	(18)	(5)
	Tuesday	11th August	**Final grades on SIO**		

PCA: pre-class assignment due (18 total);   PS: problem sheet due (5 total);   ∗ My birthday, bring cake.

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"

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Application Status Update

Checking Your Application Status

Shows current progress within the application process:

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

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

Communicating with Tuition Assistant Program Team

* You have 30 days to submit changes to your coursework (CRN, Course Name, Course Number, Credit Hours).

If you need to make changes or contact the Georgia Tech Tuition Program Team, please leave a comment on your application.

Leave a comment on your case!

GTRI Supplemental Programs

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Georgia Tech Applied Research Corp (GTARC)

- Available to GTRI Research Faculty (only) who 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) at Crystal.Hannah@gtri.gatech.edu

Sarah Cockrell (Director, Employee Development & Culture) 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) at Crystal.Hannah@gtri.gatech.edu

- Sarah Cockrell (Director, Employee Development & Culture) at Sarah.Cockrell@gtri.gatech.edu

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GTRI Resources

- 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 https://gtri.sabacloud.com/Saba/Web_spf/NA7P1PRD132/common/ledetail/TMD_EAIS_001

Reminders, Resources and Questions

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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/STRAP Applicants

GT Georgia Tech.

Contact the Tuition Program Team at Georgia Tech

- Leave 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

Top 5 Things To Remember

1. You must apply and be accepted into the University prior to applying to TAP/STRAP.
2. Submit applications through the [Administrative Services portal](#) during the application period.
3. Turn it in on time. **Late applications are not accepted.**
4. Your supervisor(s) must approve the application before the deadline.
5. You should register for classes prior to receiving the approval letter.

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Resources

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

Georgia Tech

Education Assistance:
TAP and STRAP *(fall 2025 semester)*

Education Assistance Info Session: Applying for TAP and STRAP

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

📅 Thursday, May 22
🕐 10 – 11 a.m.

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

These virtual sessions 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, June 3
🕐 10 – 11 a.m.

📅 Thursday, June 5
🕐 2 – 3 p.m.

Scan the QR code to register.

GT Georgia Tech Administrative Services Center

Questions

Feedback: Tell us how we did.

https://gatech.co1.qualtrics.com/jfe/form/SV_e505RgpDXKWmfEG