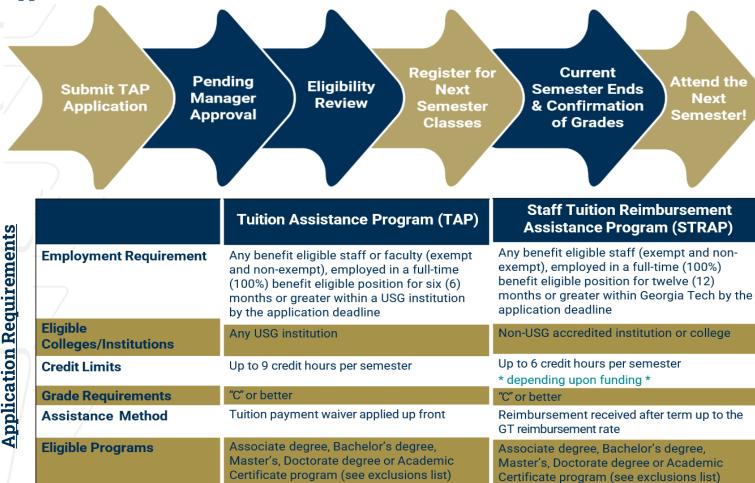# Education Assistance Application Toolkit

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

Submit TAP Application → Pending Manager Approval → Eligibility Review → Register for Next Semester Classes → Current Semester Ends & Confirmation of Grades → Attend the Next Semester!

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 * 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)

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

Tax Waiver Eligibility Guide

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

The course <u>MUST</u>:
- Be related to the employee's current job, maintain or improve current job skills.

The course <u>MUST NOT</u>:
- 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

Application Periods

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

Applications <u>must</u> 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

Georgia Tech Administrative Services Center