

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.

TAP Application Process



STRAP Application Process



Application Review Checklists

TAP

- Confirm program is eligible for 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)

STRAP

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

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

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
- Submit a General HR Request via the [Administrative Services portal](#)



Georgia Tech
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