

Education Assistance: Approving TAP & STRAP

Summer Semester 2025
For Managers (i.e., People Leaders)



Georgia Tech
Administrative
Services Center

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 Overview
- 03 Approving TAP and STRAP
- 04 Tax Implications and Updates
- 05 Resources
- 06 Questions



Overview of Education Assistance Programs



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 * 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)

Programs Eligible for TAP and STRAP

TAP

STRAP

Definition of Eligible Program	TAP	STRAP
Professional Schools <i>(dental, law, medical, pharmacy, veterinary, theology)</i>	<ul style="list-style-type: none"> ✓ Any program that is considered eligible under USG TAP policy and academic certificate. ✓ See: https://www.usg.edu/hr/assets/hr/hrap_manual/HR_AP_Employee_Continuing_Education_TAP.pdf 	<ul style="list-style-type: none"> ✓ Must be taken for academic credit toward completion of a degree and academic certificate ✓ Must be related to a career field at Georgia Tech
Non-credit Continuing Education Courses <i>(e.g., CPA exam prep courses, management development programs, specific examinations for admissions to degree programs)</i>	✗	✗
Non-Credit Certificate Programs <i>(e.g., workshops, seminars)</i>	✗	✗
Executive Total Cost Programs <i>(i.e., cohort structured and there is one set fee for the program, not per credit hour)</i>	✗	✗

Popular courses employees typically take are Masters of Business Administration (MBA), cybersecurity degrees, and computer science

You Must Review Prior to the Application Deadline

Application Period	JUNE 15 - JULY 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

- Apr. 15
- July 15
- Nov. 15

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

- *Applications approved after the deadline will not be accepted*
- *Employee may be impacted financially*

Approving TAP and STRAP Applications



Why Do You Need to Approve Your Employee's Education Assistance Request?

As a supervisor, you are best suited to review your employee's application because you:

- Understand your employee's daily job duties and responsibilities
- Will need to be aware of your employee's course schedule and adapt work schedule arrangements
- Will need to ensure that the employee's participation in TAP or STRAP will not adversely affect department services or result in undue hardship for other employees
- May decide to grant alternate work arrangements to accommodate your employee's class schedule

Supervisors are encouraged to make a reasonable effort to find an appropriate work schedule accommodation for their employees

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

STRAP Application Process



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 website's interface with two numbered callouts. Callout 1 points to the URL 'asc.gatech.edu' in the browser's address bar. Callout 2 points to the 'Administrative Services' header. Below the header is a navigation menu with links for 'ASC Home', 'Knowledge', 'About Us', and 'LOGIN FOR ENHANCED SERVICES'. The main content area features a search bar with the placeholder text 'How can we help?' and a magnifying glass icon. Below the search bar is a 'Hello Guest' message stating that the user is browsing as a guest and only has access to a limited set of services. A 'Login for enhanced services' button is provided. At the bottom, there are two service categories: 'HR Services' and 'Technology Services'. The 'HR Services' category lists 'Hiring & Recruiting', 'Onboarding', 'Foreign National', and 'International Assignments', with an 'Access HR Services' button. The 'Technology Services' category lists 'Email support', 'End User Support', 'Password Resets', 'GT Accounts & Access', and 'Audiovisual (A/V) Support', with an 'Access Technology Services' button.

asc.gatech.edu 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?

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** portal

asc.gatech.edu

2. Log in using your **Georgia Tech credentials**

Locating Your Outstanding Approvals

Administrative Services

3

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

Hi
Welcome to HR Services

How can we help?

3. Select My Approvals

(The number 2 indicates how many outstanding requests require your review)

Recommended for you...



The ASC is here to help!

The ASC is your one-stop shop to help you with your Human Resources (HR) and Information Technology (IT) services and questions. When you contact us, knowledgeable HR and IT ASC staff will help provide you the support you need for the following services:

Onboarding, Hiring, Recruiting, Foreign National and International Assignments, Personnel Changes, General HR Inquiries, Audio Visual (AV), Technology Support, and General IT Inquiries.

ASC Most Viewed Articles

[How to Submit Goals in Performance Management @ Tech](#)

KB0041374 v7.0 • Performance Management for My Team

[Submit a Direct Hire eRequest \(Unit\)](#)

KB0039822 v22.0 • Hiring

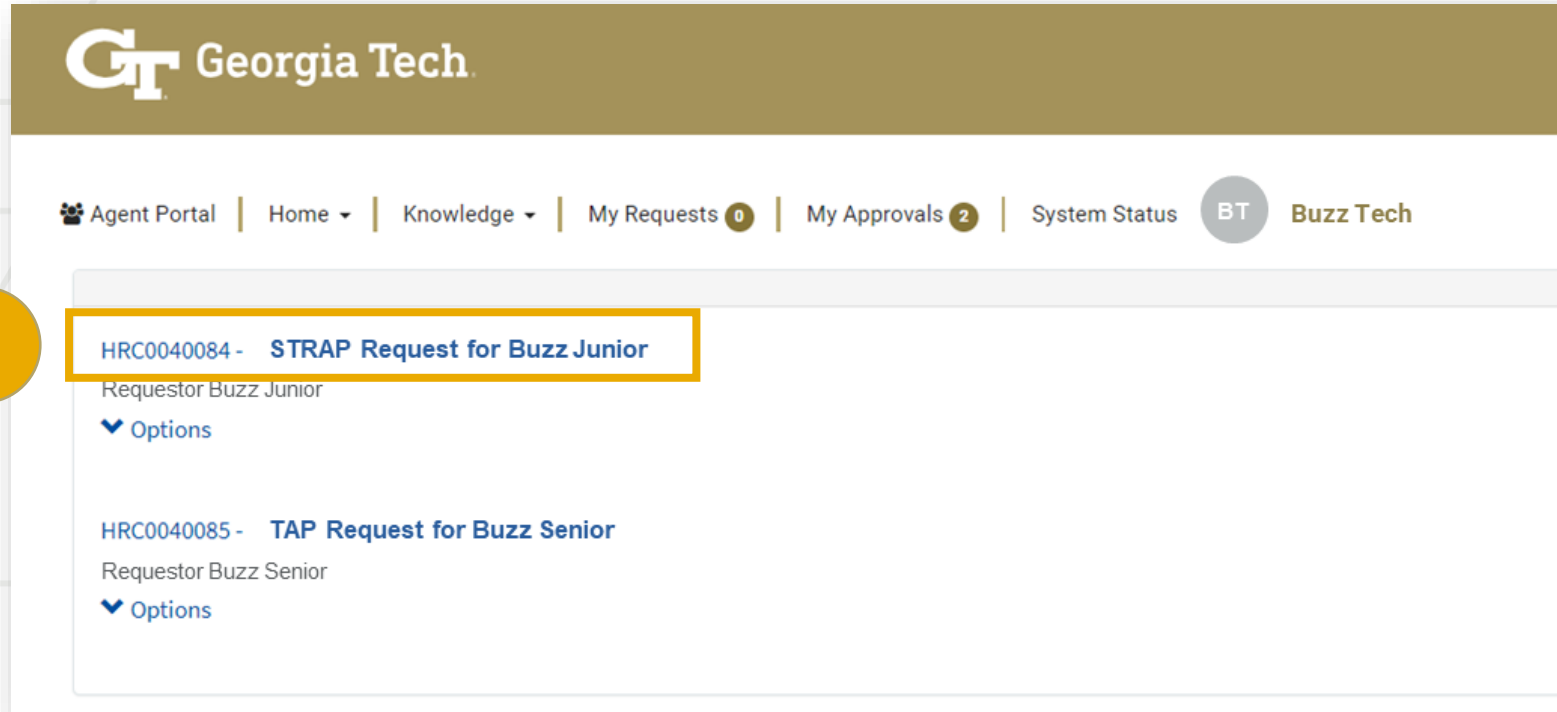
[Review/Update My Direct Deposit Information](#)

KB0041418 v6.0 • Payroll & Taxes

[Hire a Student Employee](#)

KB0039815 v18.0 • Hiring

Locating Your Outstanding Approvals (Cont'd)



The screenshot displays the Georgia Tech Agent Portal interface. At the top, the Georgia Tech logo is visible. Below the logo, a navigation bar includes links for Agent Portal, Home, Knowledge, My Requests (0), My Approvals (2), System Status, and Buzz Tech. A yellow circle with the number '4' is positioned to the left of the main content area. The main content area lists two requests: 'HRC0040084 - STRAP Request for Buzz Junior' and 'HRC0040085 - TAP Request for Buzz Senior'. The first request is highlighted with a yellow border. Below each request, the requestor's name and a dropdown menu labeled 'Options' are visible.

4. **Click** on the *TAP* or *STRAP* request to open the application details

Review Applications

Agent Portal | Home | Knowledge | My Requests | My Approvals | System Status

Home > Approval Form

This HR Benefits Case requires your approval

State Requested
Created 17h ago

Approve Reject

Approval request for HR Benefits Case HRC0040084

STRAP Request for Buzz Senior

STRAP Request for Buzz Senior

Opened by Buzz Senior

Options

Opened by Buzz Senior

Employee ID 35462

Job Title Senior

Email buzz

Department Administration

Phone 404/8

Education Berry

Is this Graduate?

Major Data

Employment 01/04

Academic Spring

Estimated 05/03

Graduate level No

Explanation XYZ

Brief XYZ

Are you a current TAP participant?
No

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

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

Course Details
Click to view

This course helps improve my ability to perform my current job duties	This course is required
Yes	No

Activity Stream for HR Benefits Case

Type your message here...

Easter Worden (Human Resources, AVP)
02/26/2024 02:19 PM • Additional comments

User Easter Worden (Human Resources, AVP) has initiated

TAP/STRAP Checklist

- Understand course detail information and ensure no concerns with class times or courses requested
- Confirm that you have read employee responses to tax waiver questions and certify they are accurate.** (see tax implications if applicable)
- Confirm each course aligns with current job duties**
- * Review attached course syllabus and confirm **coursework relates to a Career field at Georgia Tech** (STRAP only see next slide)

Select **“Approve”** only if the criteria has been met

Additional Approval Step – Review Course Syllabus (STRAP Only)

Explain how this coursework applies to your current job
XYZKfsf

Brief description of primary job duties
adfsj

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.
true

Activity Stream for HR Benefits Case

Type your message here... Send

Buzz Junior
09/26/2023 01:50 PM • Work notes
Checklist item added: Close case

Buzz Junior
09/26/2023 01:50 PM • Additional comments
User Buzz Junior has initiated a STRAP Request request

Buzz Junior
09/26/2023 01:50 PM
Mock Silabyus.pdf
28.3 KB

Buzz Junior
09/26/2023 01:50 PM
HRC0040097 Created

Start

5

5. Click the blue link to download and view the course syllabus

6. Confirm course work on syllabus is applicable to a career at Georgia Tech

6

Concepts of Mathematics (21-127)

Class info
Time: Weddays at 9:00am-10:20am
Location: Room 2121
Date: 21-127

1 Course content

Learning objectives

Open successful completion of this course:

- (1) Accurately use standard mathematical notation including symbols, logs, sets and set notation.
- (2) Identify feasible techniques for proving.
- (3) Write concise, clear and precise mathematical and substantive results from proofs.
- (4) Evaluate proofs of mathematical statements or theorems.
- (5) Recognize and apply standard proof techniques including direct, induction, or contradiction.
- (6) Accurately recall definitions and state.
- (7) Solve standard matrix problems in 4 weeks from the course are appropriate.

3 Schedule

Week	Date	Topic	PCA	PS
Week 1	Monday 26th June	Introduction		
	Tuesday 27th June	Propositions and quantifiers		
	Wednesday 28th June	Proofs and problems	✓	
Week 2	Thursday 29th June	Sets		
	Friday 30th June	(No class)		
	Saturday 1st July	Induction and recursion	✓	
Week 3	Sunday 2nd July	More induction and recursion		✓
	Monday 3rd July	Proofs and problems	✓	
	Tuesday 4th July	Counting principles		
Week 4	Wednesday 5th July	More counting principles		
	Thursday 6th July	Binomials and factorials	✓	
	Friday 7th July	More binomials and factorials		
Week 5	Saturday 8th July	Proofs and problems	✓	
	Sunday 9th July	Eligibility		
	Monday 10th July	More binomials and factorials		
Week 6	Tuesday 11th July	Primes and irreducibles	✓	
	Wednesday 12th July	More primes and irreducibles		
	Thursday 13th July	Proofs and problems	✓	
Week 7	Friday 14th July	Diophantine		
	Saturday 15th July	More Diophantine		
	Sunday 16th July	Primes and irreducibles	✓	
Week 8	Monday 17th July	More primes and irreducibles		
	Tuesday 18th July	Proofs and problems	✓	
	Wednesday 19th July	Diophantine		
Week 9	Thursday 20th July	More Diophantine		
	Friday 21st July	More Diophantine		
	Saturday 22nd July	More Diophantine		
Week 10	Sunday 23rd July	More Diophantine		
	Monday 24th July	More Diophantine		
	Tuesday 25th July	More Diophantine		
Week 11	Wednesday 26th July	More Diophantine		
	Thursday 27th July	More Diophantine		
	Friday 28th July	More Diophantine		
Week 12	Saturday 29th July	More Diophantine		
	Sunday 30th July	More Diophantine		
	Monday 31st July	More Diophantine		
Week 13	Tuesday 1st August	More Diophantine		
	Wednesday 2nd August	More Diophantine		
	Thursday 3rd August	More Diophantine		
Week 14	Friday 4th August	More Diophantine		
	Saturday 5th August	More Diophantine		
	Sunday 6th August	More Diophantine		
Week 15	Monday 7th August	More Diophantine		
	Tuesday 8th August	More Diophantine		
	Wednesday 9th August	More Diophantine		
Week 16	Thursday 10th August	More Diophantine		
	Friday 11th August	More Diophantine		
	Saturday 12th August	More Diophantine		

PCA: problem sets (10 total) PS: problem sets (10 total) * 10% weighting, 10% each

Additional Steps to Review Tax Implications



Approvers Tax Notification Email

System

Email sent • 06/17/2024 02:23 PM

✉ Email sent

Subject: Tuition Assistance Program (TAP) Application requires your review

From: GT Service Desk

To: [REDACTED]

Hide email details

Hello [REDACTED]

Approval is requested by [REDACTED] for tuition assistance (HRC007 [REDACTED]).

This employee has indicated they require a tax wavier. For each requested course, the employee has answered questions related to the tax waiver eligibility as it relates to their job responsibilities. The employee's answers are listed below for your review. If you approve of the request, you attest that the application (including the tax wavier portion) is correct based on your understanding of the employee and their job duties.

The employee has indicated their job duties are: null

Requested Course 1 - Research Methods

1. This course helps improve my ability to perform my current job duties. **Employee Answered: Yes**
2. This course is required by my employer for my current position. **Employee Answered: No**
3. I am taking this course solely to qualify for a promotion or salary increase. **Employee Answered: No**
4. I am taking this course to qualify for a new trade, business, to transfer to a new role, or as a hobby. **Employee Answered: Yes**

Requested Course 2 - Music Technology History and Repertoire

1. This course helps improve my ability to perform my current job duties. **Employee Answered: No**
2. This course is required by my employer for my current position. **Employee Answered: No**
3. I am taking this course solely to qualify for a promotion or salary increase. **Employee Answered: No**
4. I am taking this course to qualify for a new trade, business, to transfer to a new role, or as a hobby. **Employee Answered: Yes**

By Approving, I certify that I have reviewed the employee's responses above and the employee answered "Yes" in response to question 1 and "No" in response to questions 2, 3, and 4. I have no reason to believe that these answers from the employee are inaccurate.

For more information on how to approve of the application, view [KB0043053: Approving TAP and STRAP Requests](#)

Due to potentially sensitive information, we cannot provide the details of the case in this notification, but you can review the approval by logging into <https://asc.gatech.edu> and accessing the *My Approvals* tab.

Alternatively, you can use this link: [Approval for HRC00 \[REDACTED\]](#) (click to review approval or add comments).

Thanks,
The Administrative Services Team

Ref:GT-MSG15483183_gfZ2e9ejR1dp2m5O

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.

Support Question:

How does this course help support your current job duties

Reminder: If the tax responses do not align with this guideline for current position, then the application should be rejected



Reviewing Your Employee's Tax Waiver Questions

Are you a current TAP participant?
No

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

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

Course Details
Click to view

Activity Stream for HR Benefits Case

Type your message here... Send

1

1. Select **“Click to view”** to view course details
2. Scroll to **view employee's answers to each course** and confirm accuracy

Course Details

This course helps improve my ability to perform my current job duties	This course is required
Yes	No

2

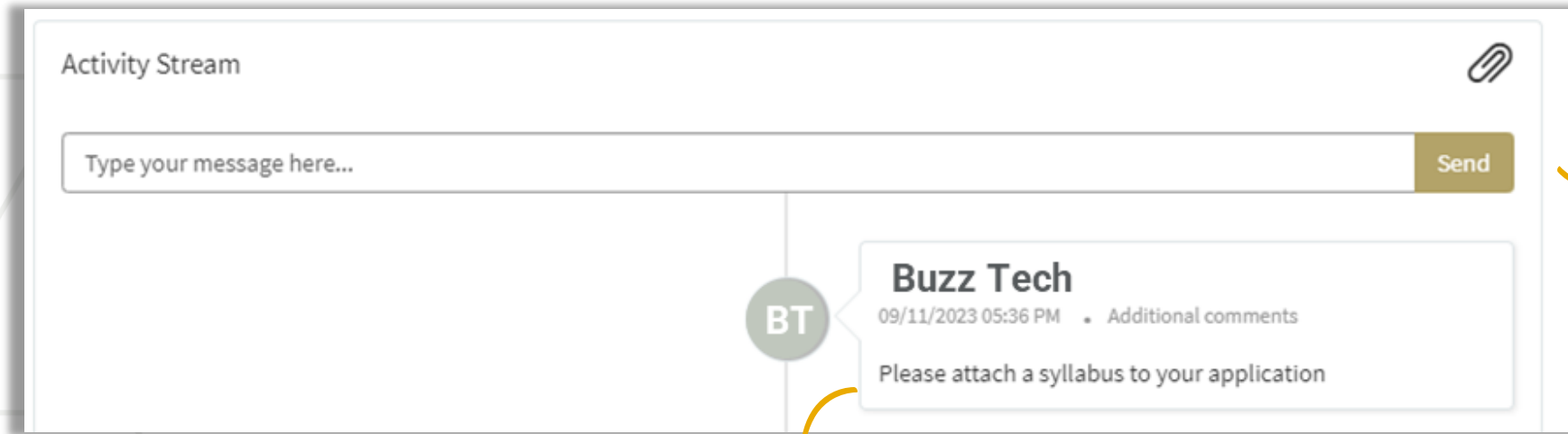
Recommended Tax Waiver Corrections

If you disagree with your employee's answer to any of the tax waiver questions, follow the steps below.

- 01 Do not move forward with the review process.
- 02 Have a conversation with the employee about their current courses.
- 03 If the employee completed the tax waiver incorrectly, reject the application and ask them to resubmit the application.
- 04 If the employee completed the tax waiver correctly, continue with the review process and choose "Approve."

Rejecting or Requesting Clarification

Prior to rejecting any application or if you are seeking clarification, please leave a comment for your employee prior to proceeding with the process.



The screenshot shows an 'Activity Stream' interface. At the top left, it says 'Activity Stream' with a paperclip icon on the right. Below this is a text input field with the placeholder 'Type your message here...' and a 'Send' button. Below the input field is a message card from 'Buzz Tech' with a profile picture icon containing 'BT'. The message card includes the text '09/11/2023 05:36 PM · Additional comments' and 'Please attach a syllabus to your application'. A yellow arrow points from the 'Send' button to the right, and another yellow arrow points from the 'Example message' text below to the message card.

Type your message to your employee!

Example message

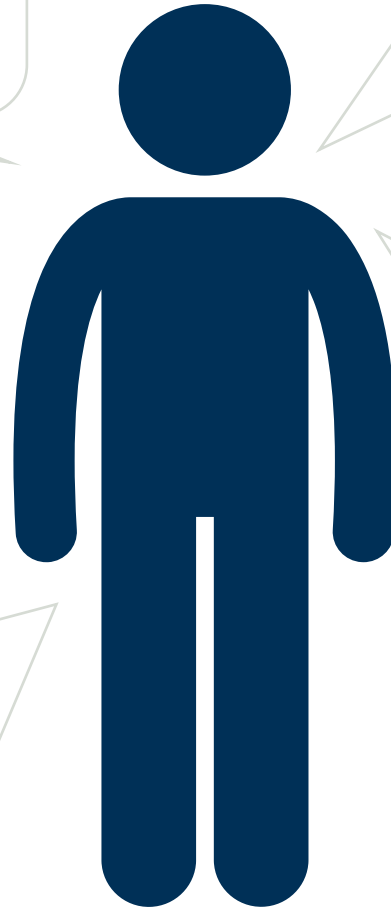
Common Questions You May Receive as a Supervisor

1. When is the summer application for TAP and STRAP?

March 15 – April 15

2. What if I disagree with my employee's answers to the tax waiver questions?

Ask for clarification first. If the application is incorrect and you and the employee agree on the updated answer to the question, please reject and have the employee resubmit their application with the updated information.



3. What if I missed the deadline to approve my employee's application?

You may cause financial impact to your employee if you do not approve by the application deadline as their application will not be accepted.

4. Can I send the application back to my employee to make edits if it's incorrect?

No, you will not be able to send back the application to your employee to make edits. However, you can add comments in the case to update items such as course details. Our team will then update the course information.

Resources

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

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

[Click here to download a PDF of the Education Assistance Approver Toolkit](#)



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.

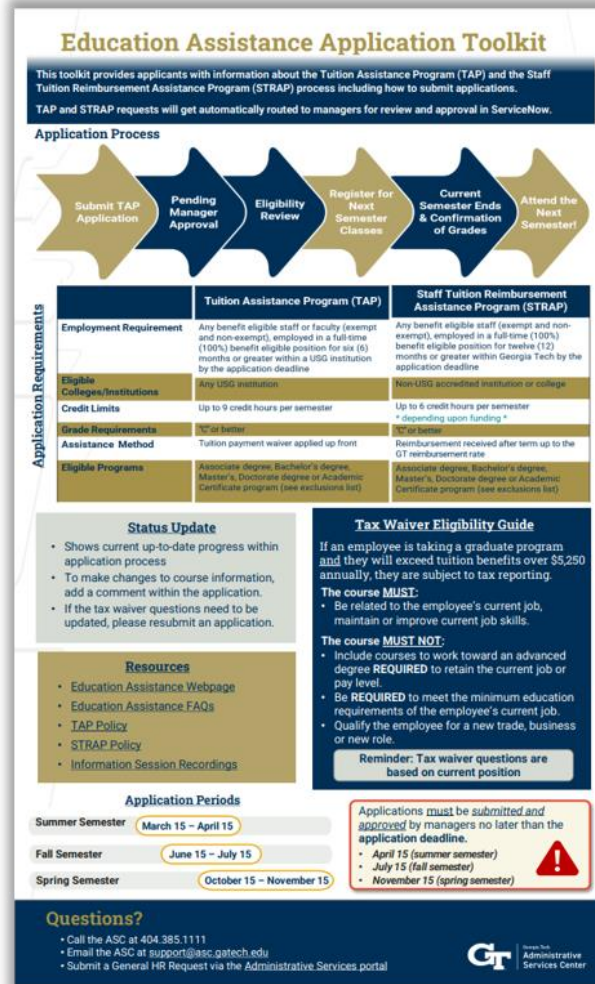
GTRC
The GTRC is an education assistance program that provides partial reimbursement of tuition and fees for Georgia Tech research faculty at any accredited institution.

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



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

```

    graph LR
      A[Submit TAP Application] --> B[Pending Manager Approval]
      B --> C[Eligibility Review]
      C --> D[Register for Next Semester Classes]
      D --> E[Current Semester Ends & Confirmation of Grades]
      E --> F[Attend the Next Semester!]
  
```

	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)

Application Requirements

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 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.

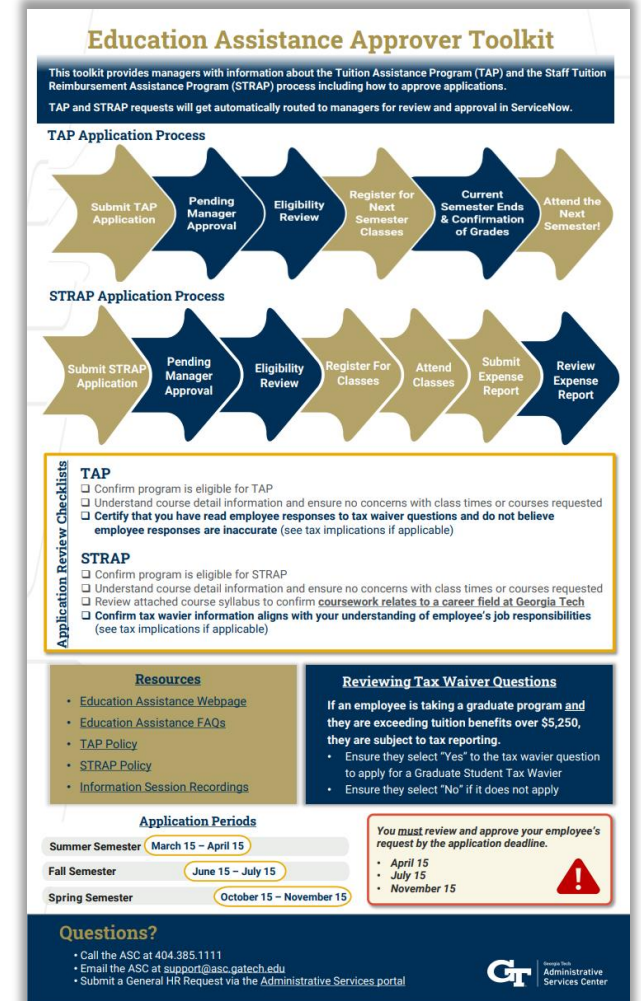
Reminder: Tax waiver questions are based on current position

Application Periods

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



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

```

    graph LR
      A[Submit TAP Application] --> B[Pending Manager Approval]
      B --> C[Eligibility Review]
      C --> D[Register for Next Semester Classes]
      D --> E[Current Semester Ends & Confirmation of Grades]
      E --> F[Attend the Next Semester!]
  
```

STRAP Application Process

```

    graph LR
      A[Submit STRAP Application] --> B[Pending Manager Approval]
      B --> C[Eligibility Review]
      C --> D[Register For Classes]
      D --> E[Attend Classes]
      E --> F[Submit Expense Report]
      F --> G[Review Expense Report]
  
```

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 waiver 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 waiver question to apply for a Graduate Student Tax Waver
- Ensure they select "No" if it does not apply

Application Periods

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

Educational Assistance Contact & Resources Information

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

Questions



Feedback: Tell us how we did?



https://gatech.co1.qualtrics.com/jfe/form/SV_7X78q7NkYpdCmrk