

Administrative Services Center Education Assistance: Approving TAP & STRAP

Spring 2026

For Managers (i.e., People Leaders)



Georgia Tech
**Administrative
Services Center**

Introductions



Jamilieh Harris
Program Manager



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Program Coordinator

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

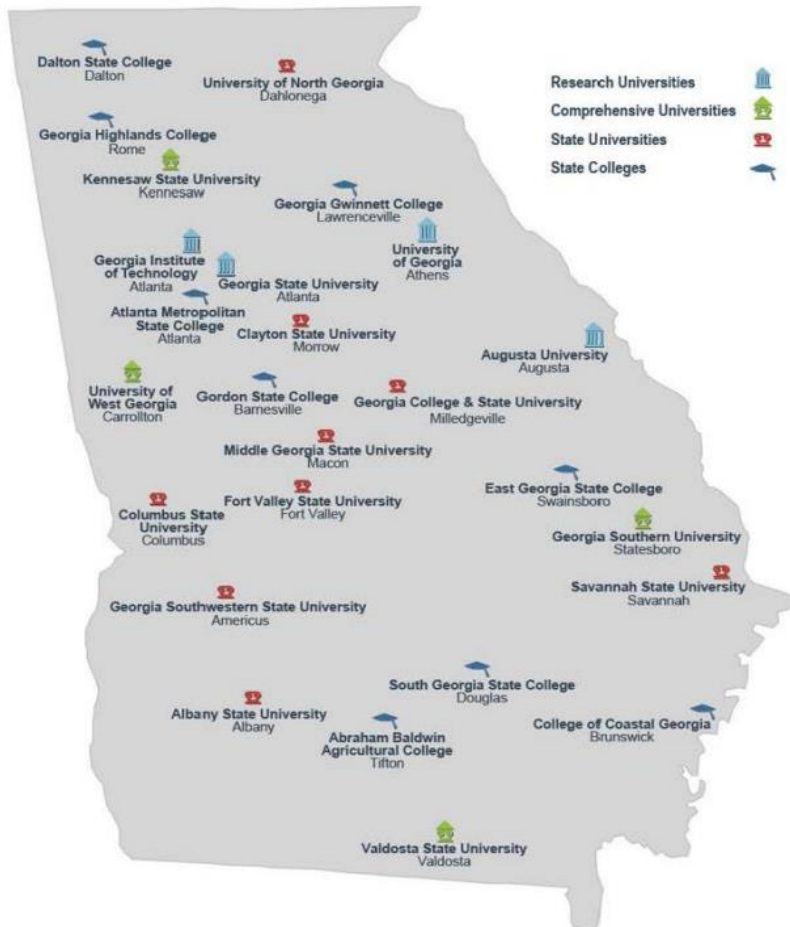


Overview of Education Assistance Programs



Education Assistance Programs

USG Institutions for TAP



University System of Georgia (USG) Programs

- Tuition Assistance Program (TAP)

Georgia Tech (GT) 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 * 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	✓ 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	✓ Must be taken for academic credit toward completion of a degree and academic certificate. ✓ Must be related to a career field at Georgia Tech.
Professional Schools (dental, law, medical, pharmacy, veterinary, theology)	✗	✗
Non-credit Continuing Education Courses (e.g., CPA exam prep courses, management development programs, and examinations for admissions to degree programs)	✗	✗
Non-Credit Certificate Programs (e.g., workshops, seminars)	✗	✗
Executive Total Cost Programs (i.e., cohort structured and there is one set fee for the program, not per credit hour)	✗	✗

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**

** Late applications are not accepted per USG Policy.*

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

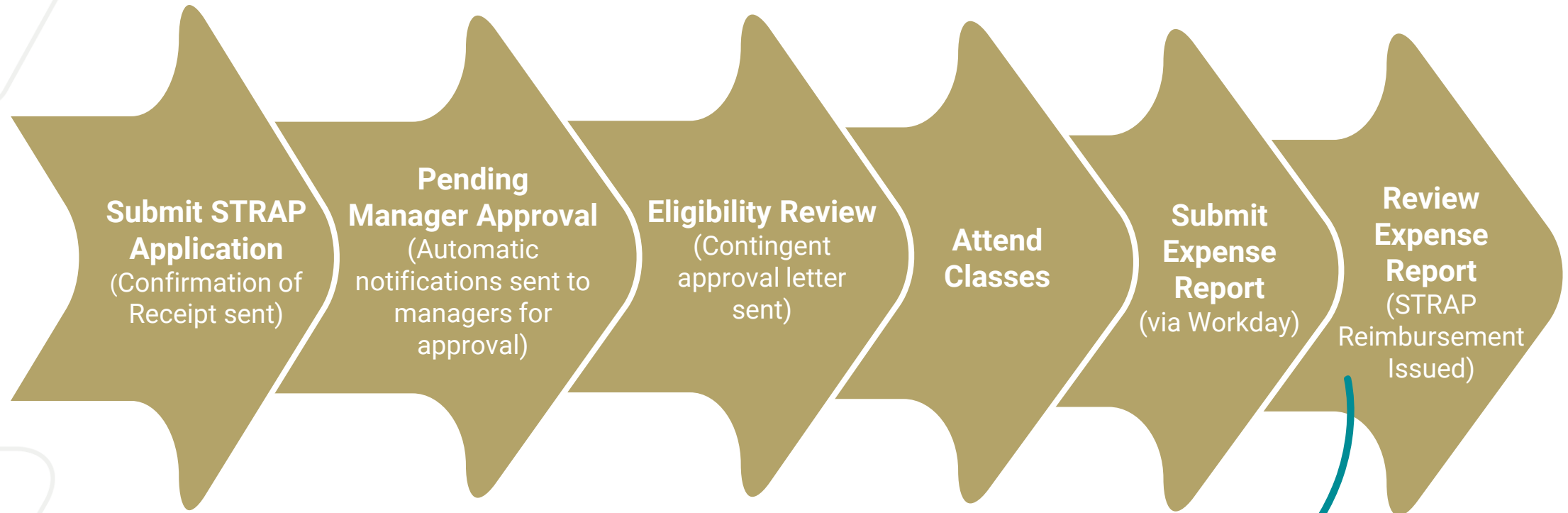
TAP Application Process



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

Additional Steps to Review 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.

Support Question:

How does this course help support their current job duties.



Support Current Job

It is required to obtain a dissertation.



Support Current Job

This course will enhance my ability to analyze financial data, manage project budgets, and make informed planning decisions by applying principles of financial and managerial accounting. The course will also strengthen my communication of financial insights to leadership and support integration of ESG considerations into long-term campus and capital planning. This directly aligns with my responsibilities in cost analysis, strategic planning, and sustainability initiatives.

Reminder: If the tax responses do not align with this guideline for current position, then ask for clarification

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 HRC007\[REDACTED\]](#) (click to review approval or add comments).

Thanks,
The Administrative Services Team

Ref:GT-MSG15483183_gfZ2e9ejR1dp2m5O

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](#)

1

Activity Stream for HR Benefits Case

Type your message here... Send

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

User Easter Worden (Human Resources, AVP) has initiated

Course Details

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

2

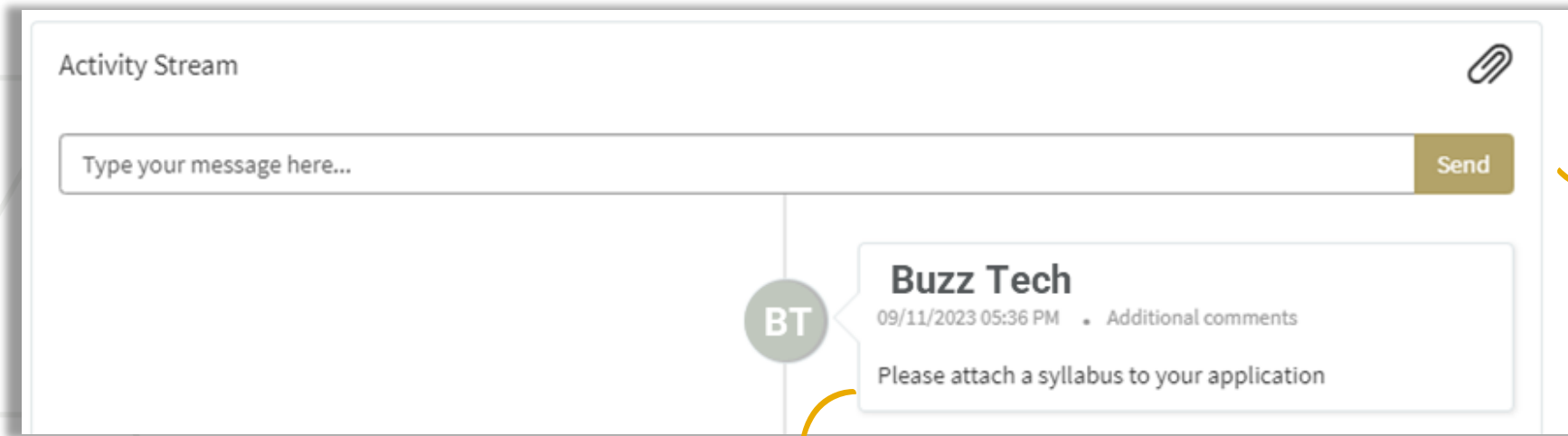
1. Select **"Click to view"** to view course details
2. Scroll to **view employee's answers to each course** and confirm accuracy

Tax Waiver Reminders

- **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**

Requesting Clarification

If you are seeking clarification, please leave a comment for your employee prior to proceeding with the process.



The screenshot shows a web interface titled "Activity Stream" in the top left corner. Below the title is a text input field with the placeholder text "Type your message here...". To the right of the input field is a brown "Send" button. In the top right corner of the stream area is a paperclip icon. Below the input field, there is a comment from a user named "Buzz Tech". The comment includes a timestamp "09/11/2023 05:36 PM" and a link "Additional comments". The text of the comment is "Please attach a syllabus to your application". To the left of the comment is a circular profile picture containing the letters "BT".

Type your message to your employee!

Example message

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
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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.

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



	Tuition Assistance Program (TAP)	Staff Tuition Reimbursement Assistance Program (STRAP)
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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.

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

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



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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 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 Waiver
- Ensure they select "No" if it does not apply

Application Periods

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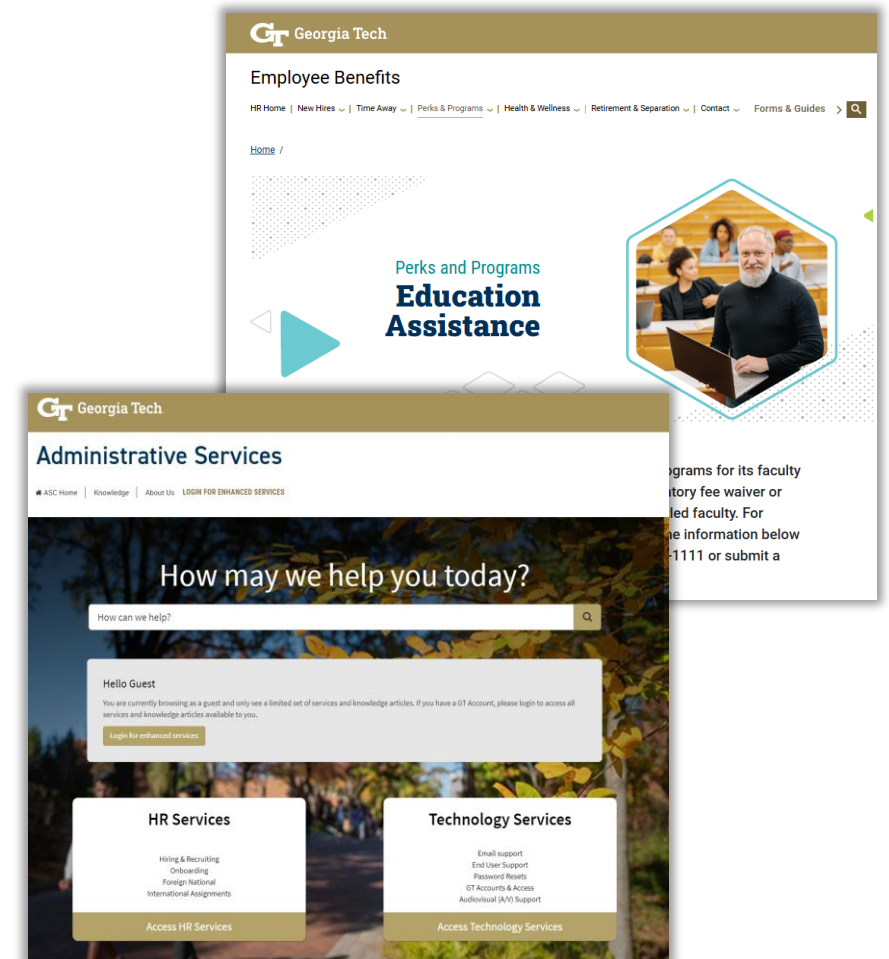
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Educational Assistance Resources Information

- **Learn more:** [Education Assistance – Employee Benefits](#)
- **Knowledge article & Application:** [Administrative Services Portal](#)
- **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**
[Current Academic Calendar | Registrar's Office | Georgia Tech](#)



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

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

Questions



Feedback: Tell us how we did?



https://gatech.co1.qualtrics.com/jfe/form/SV_af28egBcAUG63cy