

Administrative Services Center Education Assistance Info Session: Applying for TAP & STRAP

For Staff and Faculty

Spring 2026

Introductions



Jamilieh Harris
Program Manager



Essence Woods
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 Education Assistance Programs
- 02 Tuition Assistance Program (TAP)
- 03 Staff Tuition Reimbursement Assistance Program (STRAP)
- 04 Tax Implications and Updates
- 05 Application Status and Updates
- 06 GTRI Supplemental Programs
- 07 Resources
- 08 Questions

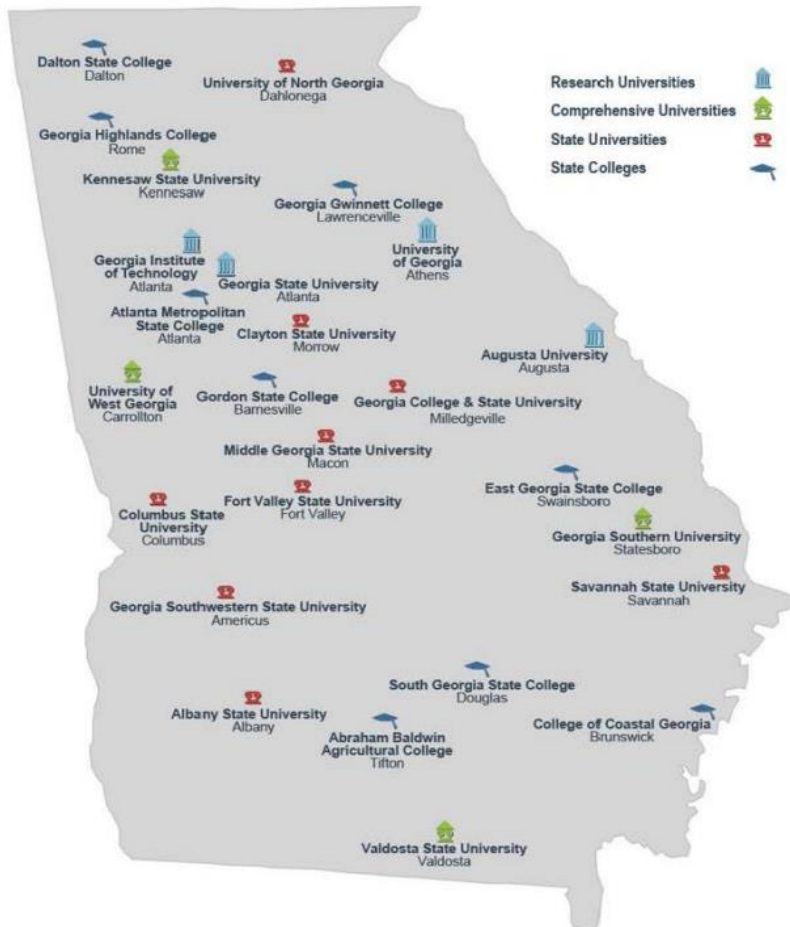


Education Assistance Programs



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 (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 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

Educational Assistance Program Exclusions

Check with a TAP Coordinator at your USG institutions for specific program questions.



Degrees

- Medical/Veterinary
- Law
- Dental
- Pharmacy
- * **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.



Certificates

- Continuing education courses
- Certificate courses that do not include a letter grade and credit hours
- Out-of-state fees (TAP)
- STRAP Only
 - Theology
 - Student fees

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



Application Deadline

- *July 15*
- *Nov. 15*
- *Apr. 15*

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

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.

USG: Tuition Assistance Program (TAP)



TAP Application Process



[Click here](#) for a step-by-step guide of how to apply to TAP.

Submit TAP Application

Submit TAP Application

Pending
Manager
Approval

TAP Coordinator
Confirm Eligibility

Register
for
Classes

Confirmation
of Grades

Waiver
Applied

Before you submit:

- Before submitting you **must** have applied and been **accepted** to your teaching institution.
- You can **only** apply for the upcoming semester you will be attending.
- You will need the Student ID for your teaching institution.
- Enter your expected course information
 - If you are unsure of your classes, submit expected courses and you can still update your course information through the comments up to 30 days **after** class starts.
 - Courses can be found within your institute Registrar website.

What to expect from us:

- You'll receive a Contingent Approval email and message on your application detailing what to expect throughout the process.
- The TAP team will review all your information for accuracy, if any updates are needed a comment will be left on your application.

Pending Manager Approval



- Your application will be routed to your manager for them to review and approve.
- Automatic notifications are sent to managers daily until they approve.



TAP Coordinators Confirm Eligibility



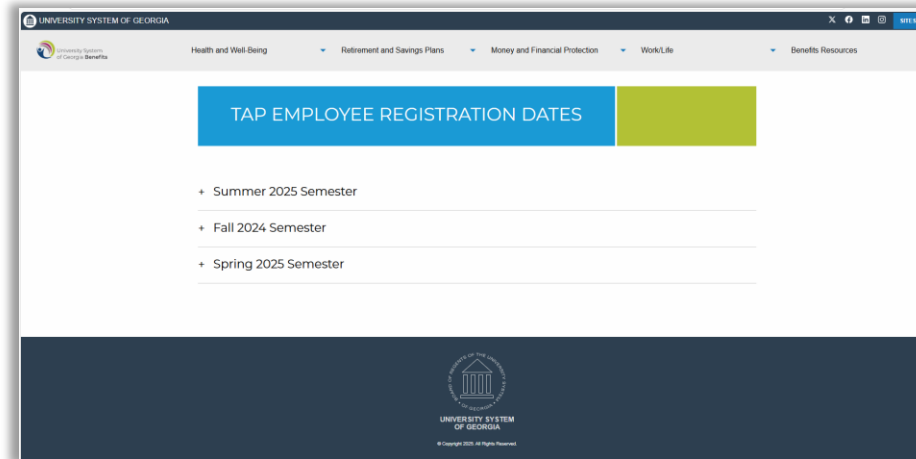
- Employment Status:
 - No upcoming termination
 - FMLA
 - LOA
 - Paternity Leave.
- Must be **active** during:
 - Eligibility Review
 - Registering for classes
 - Confirmation of grades
- Grades from previous semester were a “C” or greater (not applicable for first time participants).
- Enrollment Status: no withdrawals from prior semester courses that results in a **“W” on your transcript.**

What to expect from us:

- * TAP coordinators at your teaching institution will send out contingent approval letters.
- Your application will remain in one of three categories until it is complete:
 - **Work in Progress – Under review**
 - **Work in Progress – Awaiting Grades**
 - **Work in Progress – On Hold**

Register for Classes

- Every institution has a designated TAP registration window which you can find on the [USG Benefits site](#).



- **Application courses are required to match final transcript.** Any updates to transcript needs to be made within 30 days of classes starting.
- Update course information by leaving a comment on your application and inform teaching institution of changes.

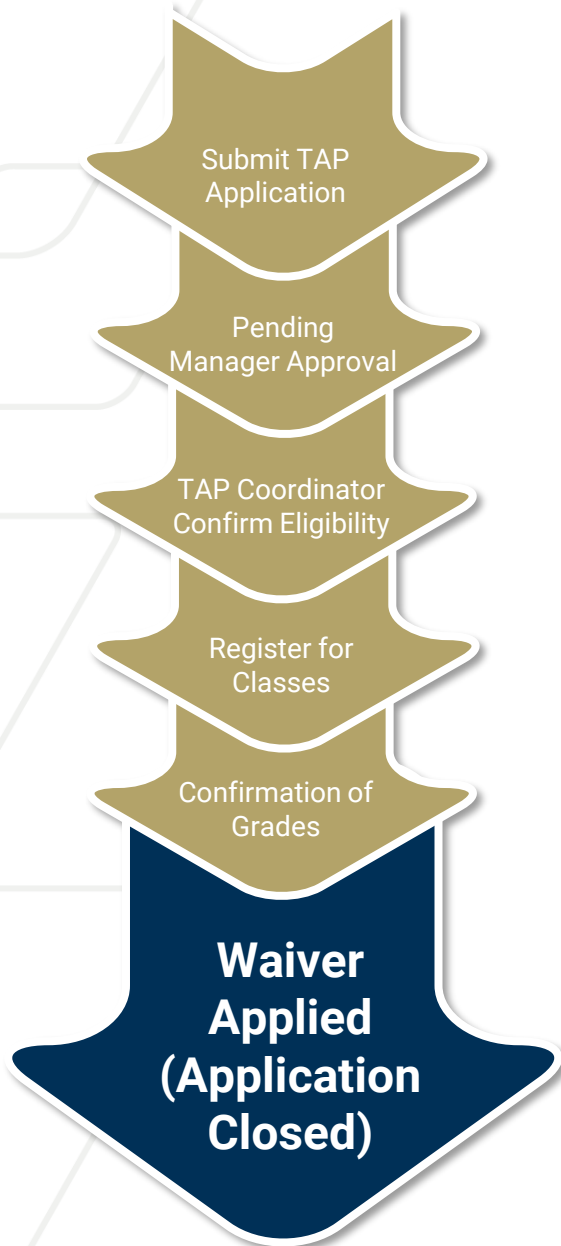
Confirmation of Grades

- If you are attending GT we are waiting to confirm grades of “C” or better and no “W” on your transcript.
- For **Teaching Institutions** outside of GT we are waiting for your institution’s TAP Coordinator to send back an approval/denial based on your previous semesters’ performance.
- It can take up to 45 days **after** the application deadline for your application to be approved/denied.



Waiver Applied

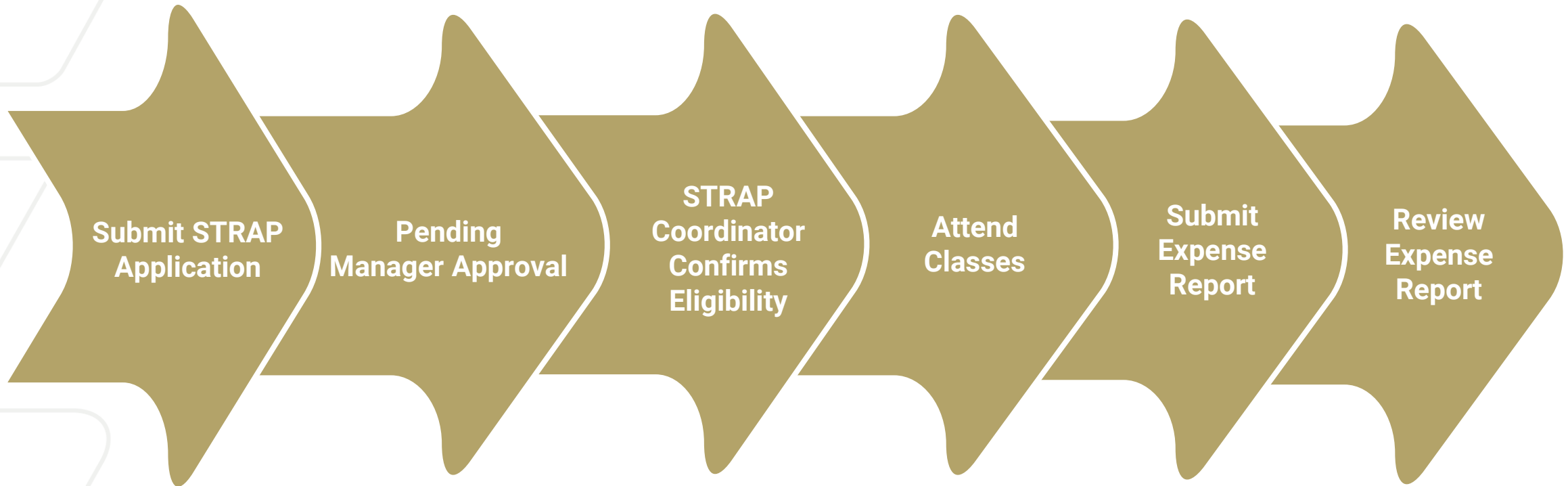
- **GT** – All waivers will be applied once grades are received regardless of whether you participated in the previous semester.
- **Other USG Teaching Institution** – Each school's TAP Coordinator will send over approvals/denials for their participants when they are finished processing TAP applications. Your teaching institution will apply your waiver.
- All schools are aware of the final payment deadline and will apply your waiver before then, however, you will still receive payment notices.



GT: Staff Tuition Reimbursement Program (STRAP)



STRAP Application Process



[Click here](#) for a step-by-step guide of how to applying to STRAP.

Submit STRAP Application

- ** STRAP funding is determined on a first submitted and approved basis.*
- Enter your expected course information:
 - If you are unsure of your classes, submit expected courses and you can still update your course information through the comments up to 30 days **after** class starts.

STRAP 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.



Pending Manager Approval

- Your application will be routed to your manager for them to review and approve.
- Automatic notifications are sent to managers daily until they approve.



STRAP Coordinator Confirms Eligibility

- Private or Public
- Total credit hours
- Review eligible reimbursement
- Confirm if program is career related

What to expect from us:

- TAP coordinators will send out contingent approval letters.
- Your application will remain in one of three categories until it is complete:
 - **Work in Progress – Under review**
 - **Work in Progress – Awaiting Grades**
 - **Work in Progress – On Hold**



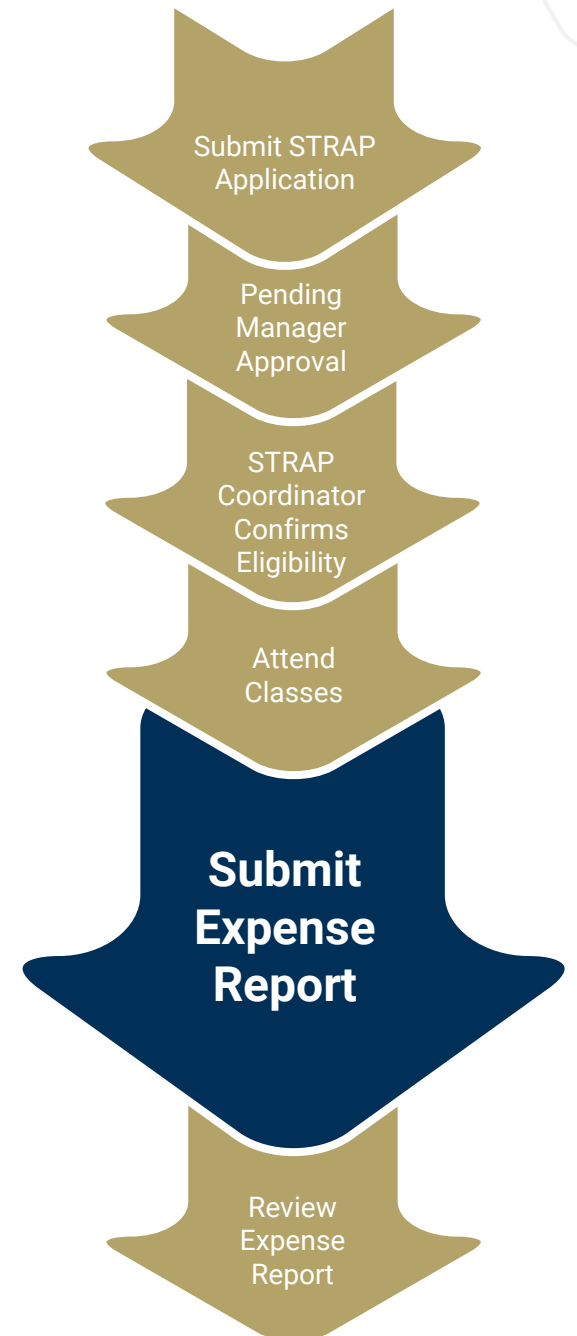
Attend Classes

- Attend classes
- Update course information by leaving a comment on your application within 30 days after class starts.



Submit Expense Report

- At the end of the semester, 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)
- Reimbursement Rates
 - Undergraduate: \$203.00/credit hour
 - Graduate: \$287.00/credit hour
- **Full reimbursement instructions can be found in your STRAP APPROVAL LETTER**
- [Administrative Services Center - STRAP Reimbursement Procedures](#)

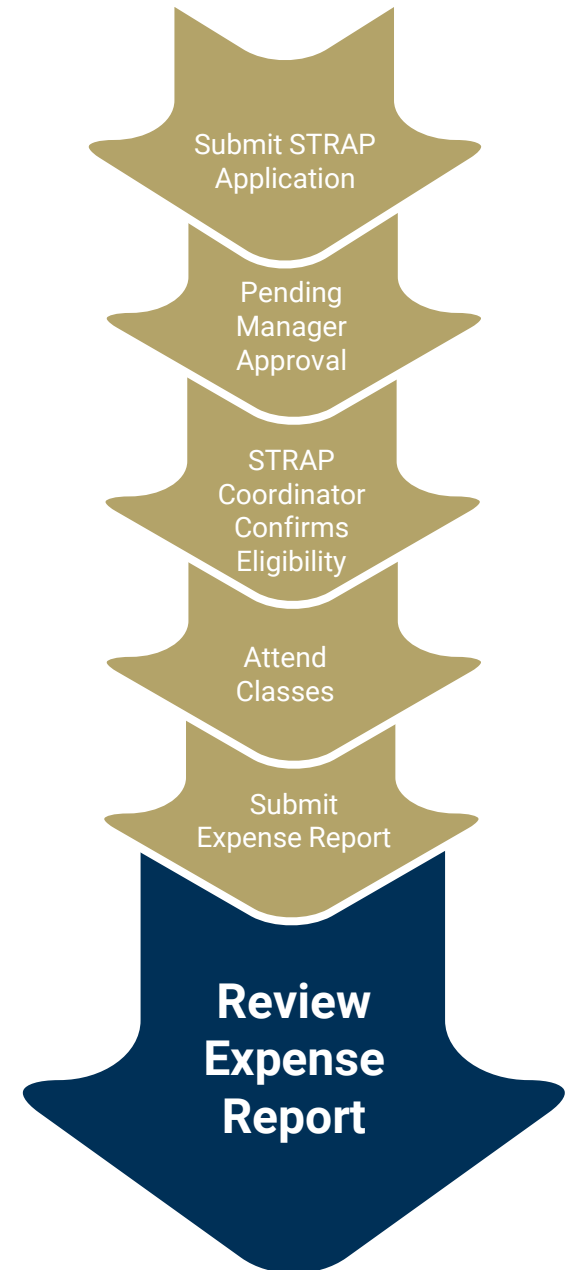


Review Expense Report

- TAP coordinators review Expense Report through Workday
 - Class names and dates that are on your STRAP application should match the information on your transcript.
 - Grades from previous semester were a “C” or greater.
 - Paid tuition statement with a **zero balance**.

What to expect from us:

- Since the reimbursement process begins after the semester ends the **entire STRAP timeline** can take between 120-190 days.
- You should receive your reimbursement approximately 30 days after you submit your expense report depending upon approvals.



Tax Implications



Tax Implications

If you are taking a graduate program and 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.

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.

Course
This course helps improve my ability to perform my current job duties
Yes
This course is required by my employer for my current position
No
This course is required solely for a promotion or salary increase
No
This course is to qualify for a new trade, business, or new role
No

Reminder: Tax waiver questions are based on your current position

TAX Waiver Eligibility Guide (Support Question)

- Provide a **brief description** of the coursework and how it will help support your current job duties.
- [Staff Job Descriptions and Salary Structures – Human Resources](#) to access your current job description in JCCS.



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.

Status & Application Updates



Checking Your Application Status

Shows current progress within the application process:

GT Georgia Tech

Administrative Services

ASC Home

Workspaces

Knowledge

Service Request

My Requests

My Approvals 2

Dashboards & Reports

About Us

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

Request	State	Updated
Tuition Assistance Program (TAP) Application for Jamilieh Harris (Administrative Service Center) HRC0061314 TAP Request - GT Employees	Process Step: Manager Review Case State: Awaiting Approval	🕒 3mo ago

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

Communicating with TAP/STRAP Program Team

Georgia Tech.

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

Home > My Request - HRC0040079

Agent working on this Task:

Number HRC0040079	State Work in Progress
Priority Priority	Created 5d ago
Updated 5d ago	
Short description Tuition Assistance Program (TAP) Application for Charvette Webb (Administrative Service Center)	
Assignment group ASC Customer Service	
Assigned to	
Description	

[Click Here For More Details](#)

Activity | Attachments | Additional Details | Watch List

Type your message here... [Post](#) [Attach](#)

System
TAP Request Tax Waiver for
420 KB
5d ago

*** 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



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

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



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.

Resources

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

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

TAP Coordinator Confirms Eligibility

Register for Classes

Confirmation of Grades

Waiver Applied

	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.

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	Period
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



Georgia Tech
Administrative Services Center

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



Georgia Tech
Administrative Services Center

Education Assistance Programs



LEARN MORE

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

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

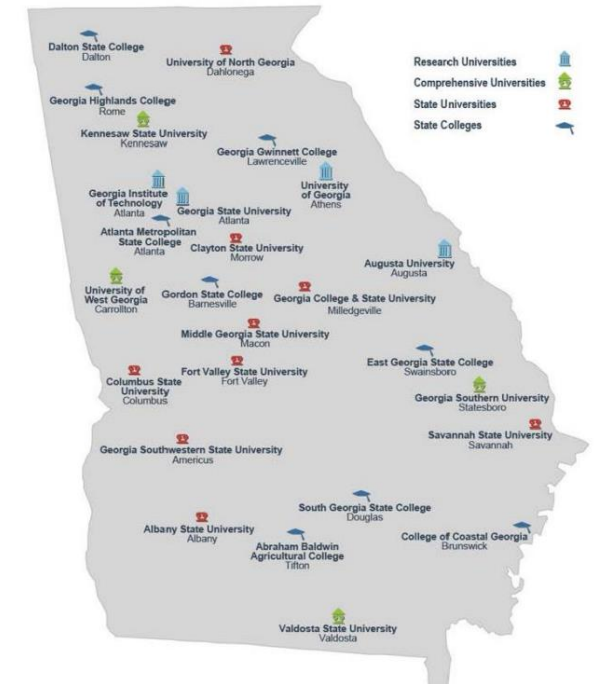
 asc.gatech.edu

 Phone: (404) 385-1111

SEMESTER DEADLINES

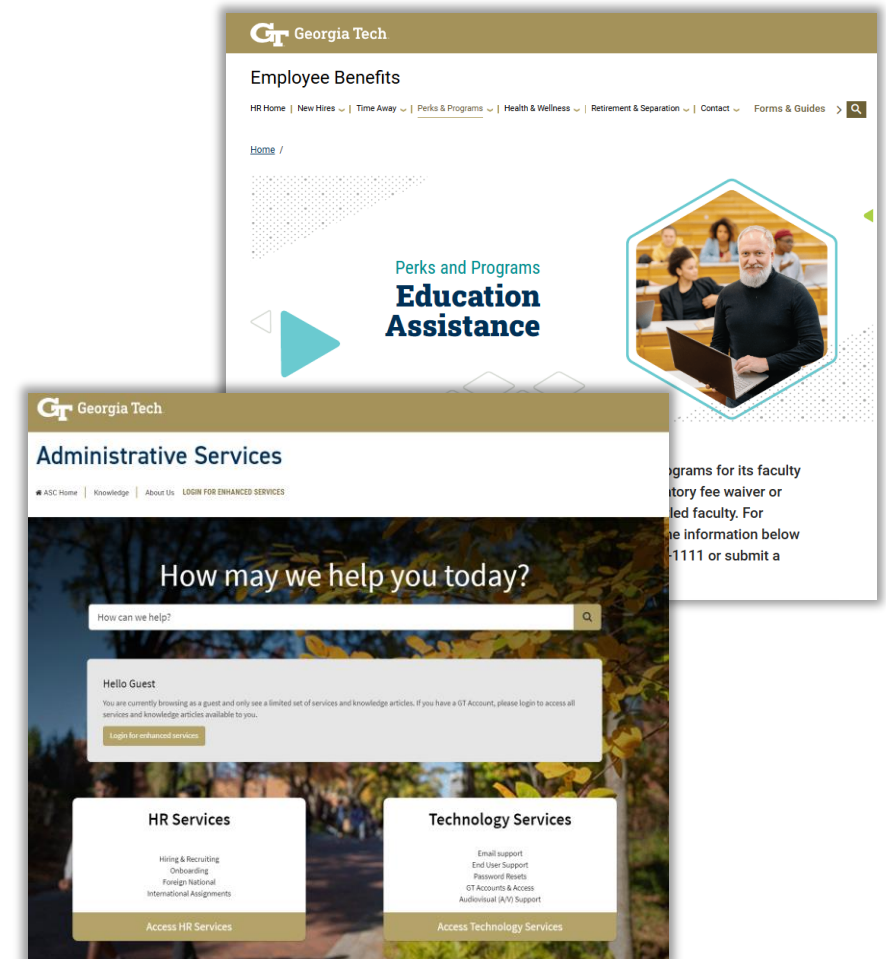
	DUE JULY 15	DUE NOV 15	DUE APR 15
GT Fall Semester	Aug - Dec		
GT Spring Semester		Jan - May	
GT Summer Semester			May - July

USG Institutions for TAP



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](#)



Frequently Asked Questions

Do I need to fill out a TAP application for every semester?

Yes. Your supervisor needs to review and approve your application each semester. Please be informed, however, that one application will suffice for both the Maymester and the Summer sessions and must be submitted by the April 15th deadline.

I submitted my application, when will I get my approval?

All applications are placed under contingent approval after submission, a formal "Approval" will not be sent out until waivers are applied and the application is formally closed. This process can take up to 45 days after the application deadline. All waivers are applied to accounts when grades are released from the previous semester regardless of if you participated in the previous semester. If you are attending GT we will apply the waiver but if you attend another institution, then that TAP Coordinator will apply it.

How will I know when to register at the institution I am attending?

All employee TAP registration dates will be posted and maintained on the Board of Regents (BOR) official website at <https://benefits.usg.edu/work-life/tuition-assistance-program/> shortly before the semester begins.

How can I adjust my classes after submitting my application?

Courses can be updated by leaving a comment on your application with any changes up to one month after classes begin.

Am I allowed to drop courses?

There is a "withdraw without penalty" deadline during the registration window. You are free to withdraw from courses if it is done before the withdraw without penalty deadline. Withdrawing after that period will result in a "W" on your transcript which will deem you ineligible for TAP.

Will my waiver be applied by the payment deadline?

The TAP coordinator for your teaching institution (where your classes were taken) will apply your TAP waiver and send over approvals before the final deadline for payment. All schools are aware of the deadlines; however, you will still receive payment notices.

I was approved for TAP, but I still see a balance on my account.

If you see a balance after your waiver was applied, submit a help desk ticket with an uploaded screenshot of your detailed account balance or contact the Bursar's Office directly to resolve.

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_3CwILF885kBITpQ