Tuition Assistance Program

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:

- **Tuition Assistance Program (TAP)** provides waiver of tuition up front and is a USG sponsored program
- **Staff Tuition Reimbursement Assistance Program (STRAP)** provides partial tuition reimbursement and is a Georgia Tech sponsored program

### TAP Application Process:

- Initiate student admission process with applicable USG school
- Complete application
- Receive acceptance letter from institute
- Receive student identification number from institute
- Complete TAP application (located on www.ohr.gatech.edu/benefits)
- Obtain your manager's signature on application
- Submit original application to Georgia Tech Human Resources (GTHR) by applicable deadline
- Applications received after the deadline will not be approved
- Register for classes during employee registration period
- Approvals sent from GTHR via email within 30 days of application deadline
- Repeat the same process for each semester you wish to participate in this program

### STRAP Application Process:

- Initiate student admission process with non USG accredited school
- Complete STRAP application (located on www.ohr.gatech.edu/benefits)
- Obtain your manager's signature on application
- Classes should fall within Tech semester dates
- Submit original application to GTHR by applicable deadline
- Applications received after the deadline will not be approved
- Approvals sent from GTHR via email within 30 days of application deadline
- Repeat the same process for each semester you wish to participate in this program

### Tax Implications for TAP Participants:

- The federal government currently allows up to $5,250 annually, in employer-provided educational assistance benefits, to be “tax free” to TAP participants
- Applie to both undergraduate- and graduate-level courses
- Educational assistance benefits in excess of $5,250 are taxable and will be reflected in Box 1 of your Form W-2
- We recommend consulting a tax professional if you have questions

### STRAP Reimbursement Process:

Submit the following documents to GTHR within 30 days of completion of term:

- Official transcript
- Request from your Registrar's office to be sent directly to you
- Make photocopy for your records
- Copy of paid tuition receipt
- Must include name, term and amount paid
- Reimbursement rates are determined at the beginning of each fiscal year; 2016 reimbursement rates are as follows:
  - Undergraduate: $203 per credit hour
  - Graduate: $287 per credit hour
- Reimbursement within two weeks of receipt
Program Exclusions: (TAP and STRAP)
- Medical
- Law
- Dental
- Pharmacy
- HVAC
- Non-credit continuing education courses
- Certificate courses
- Student fees
- Executive/premier courses: Check with TAP coordinator at USG Teaching Institution for possible assistance

Application Deadline: If any of these dates fall on a holiday or on a weekend, the application deadline will be the last business day prior to the dates identified.
- Summer Semester – April 15
- Fall Semester – July 15
- Spring Semester – Nov. 15

Send Original Applications to:
GTHR Campus Mail Code: 0435
Georgia Tech Human Resources
Benefits Department
500 Tech Parkway
Atlanta, GA 30332

For more information:
http://www.usg.edu/hr/benefits/tuition_assistance_program
http://ohr.gatech.edu/benefits/education
http://www.registrar.gatech.edu/calendar