EDUCATION ASSISTANCE PROGRAMS

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AGENDA

- Education Assistance Programs:
  - TAP – Tuition Assistance Program
  - STRAP – Staff Tuition Reimbursement Assistance Program
  - GTRI Supplemental Tuition Assistance Program
  - GTRC – Georgia Tech Research Corps
- Application Process
- Tax Implications
- Program Exclusions
- Important Dates
- FAQs
- Q&A
# Program Differences

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<td>12 months fulltime, benefits-eligible employment</td>
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<td>Any accredited <em>non-USG</em> college/institution</td>
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<td>Credit Limits</td>
<td>Up to 9 credit hours per semester</td>
<td>Up to 6 credit hours per semester</td>
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<td>C or better</td>
<td>C or better</td>
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TUITION ASSISTANCE PROGRAM

The Tuition Assistance Program (TAP) is offered by the Board of Regents of the University System of Georgia

Application Process:

1. Initiate student admissions process with applicable USG school
   • Complete student application process and receive acceptance letter
2. Receive student ID number from institute
3. Complete TAP application
4. Obtain your manager’s signature on application
5. Submit original application to HR by applicable deadline, but not more than 30 days prior to deadline.
   • Hard copy only
   • Mail code: 0435
   • In-person: 500 Tech Parkway
TAP REGISTRATION PROCESS

• Approval email sent from HR within 30 days after application deadline.

• Register for classes only during employee registration period or risk losing waiver.
  • Georgia Tech: Phase II
  • Other USG Institutions: Contact appropriate institution

• Repeat the same process for each semester in which you wish to participate.
**APPLICATIONS**

Applications collected.
Confirmation of receipt emails sent.

**APPLICATION SENT**

Application sent to TAP Coordinator for grade review and employment status.

**ELIGIBILITY REVIEWED**

Eligibility is reviewed.

**APPROVAL EMAIL SENT**

Approval email sent within 30 days after deadline or after grades are posted.

**TAP TUITION WAIVER APPLIED**

TAP Tuition Waiver applied to account by payment deadline.
**TAP TAX IMPLICATIONS**

**Important**

**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.”

- Applies to undergraduate and graduate-level courses.
- Educational assistance benefits in excess of $5,250 are taxable and will be reflected in Box 1 of your W-2.
- Consult a tax professional if you have questions.

Review your statement each time you register, and monitor TAP waivers for the calendar year.
The Staff Tuition Reimbursement Program (STRAP) is offered by Georgia Tech.

Application Process:
1. Initiate student admission process with non-USG accredited school.
2. Complete STRAP application in its entirety.
3. Obtain your manager’s signature on STRAP application.
4. Classes should fall within Georgia Tech semester dates and should be same on application and transcript.

Submit original application to HR by applicable deadline, but not more than 30 days prior to deadline.
- Hard copy only
- Mail code 0435
- In-person: 500 Tech Parkway
- Receive email confirming receipt shortly after submitting TAP application

***STRAP may be processed no more than three times annually per participant***
(6 credits per application, 18 annually)
Reimbursement rates are determined at the beginning of each fiscal year.

2016 reimbursement rates are:

- Undergraduate: $203.00/credit hour
- Graduate: $287.00/credit hour

Submit the following to HR within 30 days of completion of term/class:

- Official/original transcript
- Copy of paid tuition receipt (must include name, term and amount charged/paid)

Reimbursement requests processed within two weeks of receipt.
Applications collected. Confirmation of receipt emails sent.

Eligibility and funding is reviewed.

Approval emails are sent.

Reimbursement documents submitted to HR (within two weeks of course completion).

Email sent to request signature for payment.
PROGRAM EXCLUSIONS

- Medical degree
- Law degree
- Dental degree
- Pharmacy degree
- Non-credit continuing education courses
- Certificate courses including HVAC, PT, HR, etc.
- Student fees (STRAP)
- Executive/Premier courses
  - Georgia Tech (Exec. MBA; Exec. MBA in Management of Technology; Exec. Master’s in International Logistics & Supply Chain Strategy)
  - Check with TAP Coordinator at USG institution
GTRI SUPPLEMENTAL TUITION REIMBURSEMENT

• Pays difference between what is not covered under TAP or STRAP

• Eligibility – Full-time GTRI employees with title of:
  • Research Engineer
  • Scientist
  • Technologist
  • Associate I through Principal Research Engineer

• Degree sought must be job-related

• Submit original application to GTRI’s Talent Management Department (TMD) by application deadline

GTRI Supplemental contact: Vansella Mincey at vansella.mincey@gtri.gatech.edu
**GTRC TUITION REIMBURSEMENT**

- **Eligibility:**
  - Full-time Research Faculty
  - Not eligible for TAP or STRAP

- **Reimbursement from GTRC funds is similar to STRAP.**
  - Up to 6 credit hours at a USG school
  - Approval for reimbursement for courses at schools outside USG must be requested in advance and requires justification, supervisor’s recommendation, and is subject to the availability of funds
    - This is generally intended to serve Georgia Tech employees who live or work in locations not served by the University System of Georgia

- **Students are responsible for taxes due on tuition reimbursements or tuition paid on their behalf and should seek guidance from the I.R.S. or a tax professional.**
APPLICATION DEADLINES

Summer Semester  April 15
Fall Semester    July 15
Spring Semester  November 15

**Applications will be accepted up to 30 days prior to deadline**

TAP & STRAP:  
HR Mail Code: 0435
Office of Human Resources
Benefits Department
500 Tech Parkway, NW
Atlanta, GA 30332

GTRI Supplemental:  
Mail Code: 0807
GTRI Talent Management Department
Georgia Tech Research Institute
260 14th Street, NW
Atlanta GA 30332-0807

GTRC Reimbursement:  
GTRI Employees: Mail code 0807
Georgia Tech & GTRC Employees: Mail Code 0740
FREQUENTLY ASKED QUESTIONS

Am I required to work for Georgia Tech after I graduate?

TAP/STRAP do not include an employment requirement post-graduation. However, GTRI requires you stay with Georgia Tech for two years post-graduation.

May I take more hours than what’s covered?

Yes! But keep in mind, you are financially responsible for hours exceeding guidelines: TAP - 9 credits; STRAP - 6 credits.

What happens if I withdraw from a class?

You must earn a grade of "C" or higher to continue participating in TAP or STRAP. Dropping a class before the withdrawal deadline does not disqualify you. However, withdrawing from a class after the deadline and receiving a "W" or “WF” will make you ineligible for TAP for one semester. Grades lower than a “C” including “Ws” are not reimbursable under STRAP.
FAQ’S

Where can I find more info about schools/curriculums of interest?

TAP: The USG TAP website provides the contact info and registration dates for all USG institutions.

STRAP: Your favorite search engine.

May I take online classes using TAP?

Online degree programs offered by USG institutions are covered by TAP. However, employees are responsible for paying tuition in excess of the normal tuition amount approved by the USG system. Non-USG, private, and for-profit institutions are not covered by TAP, but may be eligible under STRAP.

I want to return to school, but am uncertain of my options. Can you recommend schools based on the programs/interests I want to pursue?

Our office is only staffed to handle administrative aspects of tuition assistance and cannot offer advice on specific programs.
I am a TAP participant, and my account is still showing I owe the full balance. How do I get this resolved?

- Waivers are applied by the school you are attending. They do not instantly appear on your account.
- Georgia Tech students should see their TAP waivers shortly after finalizing schedules.
- If you've made adjustments to your class schedule, please allow up to 24 hours for the system to update. If your waivers have not been applied by the first day of class, please contact our office.
- Those attending other USG institutions may or may not see their waivers applied before classes have begun, or as late as after the drop/add date. Please contact your teaching institution to better understand their specific timeline.
I am a TAP participant, but was charged at the out-of-state tuition rate. How do I get this resolved?

The Office of the Registrar handles residency status. University System employees are eligible for an out-of-state waiver via application submitted to the Office of the Registrar. Any employee whose resident status is classified as out-of-state must have this resolved prior to enrollment to be eligible for in-state tuition rates.

Can I get an MBA using TAP?

Yes! However, some programs of study are considered "premium programs" and are not fully covered by TAP. TAP covers graduate programs at the standard graduate rate (currently $561/credit hour, plus mandatory fees). Certain programs, like the Georgia Tech MBA and PMASE cost significantly more than the standard graduate rate. The difference will be owed by the student. Review the most recent tuition and fees chart to anticipate any cost differential. Executive programs are not eligible for TAP.
FAQ’S

What if I don’t know what I’m going to take, or the classes I want are full?

• Complete your application in its entirety and make your best prediction at which courses you intend to take.

• If your plans change:
  • **STRAP** participants must send an email to our office notifying us of the change when the change occurs, prior to submitting reimbursement documents.
  • **TAP participants attending Georgia Tech** do not need to notify us.
  • **TAP participants attending other USG institutions** must notify their teaching institution's TAP coordinator if enrolling in classes not listed on TAP application.
QUESTIONS?
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For More Info:
USG TAP policy information, TAP coordinators, and registration periods
www.usg.edu/hr/benefits

TAP/STRAP policies and forms
www.ohr.gatech.edu/benefits/careerdevelopment/tuitionassistance

Academic Calendar
www.registrar.gatech.edu

Tuition and Fees
www.bursar.gatech.edu