Tuition Assistance Program (TAP)
Georgia State University
Agenda

- Mission and Purpose
- Who Can Participate?
- What Should I Do First?
- What Does TAP Pay For?
- Application Process
- Class Registration
- Ineligible Programs
- Tax Implications
- Grades
- TAP Definitions
- Websites
- Questions?
Mission & Purpose Of TAP

- **Mission:** University System of Georgia is committed to the recruitment, hiring and retention of the best possible faculty, staff and administration.

- **Purpose:** The Tuition Assistance Program (TAP) is to foster the professional growth and development of its eligible employees.
Let’s Increase Our Earning Power!

Everything seems to cost more:

- Family
- Food
- Gas

Building a nest egg for retirement
Who Can Participate?

- You must be a full-time benefits eligible employee as of the date the TAP application is due.
- You must have a 1.0 full-time equivalent (FTE) work commitment.
- You must have successfully completed 6 months of employment in a benefits-eligible position, as of the date of the TAP application deadline for the desired academic semester.
- Your Spouse and/or dependents are not eligible to participate in TAP.
Part-Time Nursing Faculty To Fill The State Shortage

- TAP is available to part-time Nursing faculty members seeking a graduate degree in Nursing
- Requires Board of Regents approval
- Part-Time Nursing Faculty TAP Application: http://www.usg.edu/assets/hr/benefits_docs/nursing_faculty_tapp_app.pdf
What Should I Do First?

Read the TAP Policy!
- You are responsible for knowing the content and procedures
- You verify this with your signature on the TAP application

- Gain approval from your supervisor to participate

- Complete the TAP application
  - *For each semester you wish to attend*
What’s Next?

- Find a USG institution that best suits your needs

- Follow the admissions process to apply for that institution
UNIVERSITY SYSTEM OF GEORGIA
26 Institutions

www.usg.edu

STATE EMPLOYEES
Are You Eligible For Additional Funding?

- You are responsible to check into the following:
  - Hope Scholarship
  - FASFA: Pell Grant
What If I Am Waiting For Acceptance Into A Degree Program?

- Great! No problem!
- Complete and submit your TAP application by the deadline anyway
- If acceptance is still PENDING at the time of class registration, you will need to contact the TAP Coordinator
Job & Life Enrichment

- You may enroll in any course for credit
- You do not have to enroll in a degree-seeking program
How Many Degrees Can I Obtain?

- As many as you like!
- Undergraduate
- Graduate
- Even a doctorate!
What Does TAP Pay For?

- A maximum of 9 academic credit hours per semester

- Based upon undergraduate or graduate rate

- Designated semesters are:
  - Fall
  - Spring
  - Summer
TAP Does Not Pay For...

- Application Fees
- Auditing Classes
- Entrance/Exit Exam Fees
- Lab Fees
- Textbooks
Application Deadline Dates

TAP application deadlines apply to all USG institutions

Deadlines are:

- Fall Semester       July 15\textsuperscript{th}
- Spring Semester     November 15\textsuperscript{th}
- Summer Semester     April 15\textsuperscript{th}

- If the deadline falls on a holiday or weekend, the application deadline is the last business day prior to the dates indicated
What If I Miss The Application Deadline?

- Mark your calendar with the application deadlines
- Set the ‘alarm’ on your computer, laptop or mobile device
- Late applications will not be accepted!!!
Processing Your TAP Application

- All sections must be completed on your application in order to be processed.

- Incomplete applications will be returned.
# TAP Application

**UNIVERSITY SYSTEM OF GEORGIA**

**EMPLOYEE APPLICATION FOR TUITION ASSISTANCE PROGRAM (TAP)**

(Please Print)

Complete this application with required approval signatures and submit by the required deadline to the TAP Coordinator at the Home Institution.

**Application Deadlines:**
- Spring: November 15
- Summer & Maymester: April 15
- Fall: July 15

Submit one application per semester up to 30 days prior to the application deadline for program consideration. If the deadline is on a holiday or weekend, the business day prior then applies. Tuition Assistance waives tuition for up to 9 academic credit hours per semester and applicable student fees for courses at a USG Institution.

## Employee Information

<table>
<thead>
<tr>
<th>Last Name: Smith</th>
<th>First: Jane</th>
<th>Middle: D</th>
<th>Employee ID#: 0123456</th>
<th>Student ID#: 000234567</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number: 404-413-7890</td>
<td>Work Email Address: <a href="mailto:jdsmit123@gsu.edu">jdsmit123@gsu.edu</a></td>
<td>Job Title: Administrative Specialist</td>
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<tr>
<td>Home Institution: Georgia State University</td>
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<tr>
<td>Teaching Institution: Georgia State University</td>
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<tr>
<td>Year: 2020</td>
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<tr>
<td>Academic Term: □ SPRING □ SUMMER/MAYMESTER □ FALL</td>
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<tr>
<td>Undergrad: X Graduate: □</td>
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<tr>
<td>Area of discipline (e.g. Math, Engineering): Public Administration</td>
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<tr>
<td>Are you taking classes for academic credit? □ YES □ NO</td>
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## Are you pursuing a degree? |

- Masters |
- □ YES □ NO |

Are you eligible for a Hope Scholarship, Hope Grant, Pell Grant, or additional Financial Aid? If so, please list. No.

Are you a prior TAP participant? Yes.

If so, what year, term, and teaching institution?

Summer 2019, Fall 2019 Georgia State University

## Requested Academic Courses

<table>
<thead>
<tr>
<th>Course Number/CRN#</th>
<th>Credit Hrs</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.PMAP 8561/22160</td>
<td>3</td>
<td>GIS Applications</td>
</tr>
<tr>
<td>2.PMAP 8321/14181</td>
<td>3</td>
<td>EC Development Policy</td>
</tr>
</tbody>
</table>

Class Days & Times (e.g. MWF, T & Th 12:30 - 1:45pm)

T 4:30-7 pm

T 7:15-9 pm

## TAP Coordinator Approvals

Once eligibility is approved by the Home Institution TAP Coordinator, this application must be forwarded to the Teaching Institution TAP Coordinator for grade validation and approval (if applicable). The Teaching Institution TAP Coordinator must return the application within 30 days following the current TAP application deadline.

### Home Institution

<table>
<thead>
<tr>
<th>Eligibility Approved: YES NO</th>
<th>TAP Coordinator Signature &amp; Date:</th>
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### Teaching Institution

<table>
<thead>
<tr>
<th>Passing grade for previous semester: YES NO</th>
<th>TAP Coordinator Signature &amp; Date:</th>
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Notes:
Once you sign your name of the dotted line...

- You are responsible for the “Employee Certification” content

- Read this section carefully!
Be Sure To Keep A Record

Prior to submitting your TAP application, make 2 copies:

➢ For you
➢ For your supervisor
One TAP Application can be submitted:

- In person: 1 Park Place South Suite 330
- Fax: (404) 413-3305
- Email: tap@gsu.edu
What If I Want To Change Classes?

- Send an email to tap@gsu.edu with your new course information
- Changes must be approved by your supervisor
How Do I Register For Classes?

- Employees can register 3 days prior to the first day of class.
- Each USG institution has a designated registration period for TAP participants.
- Registration dates are posted and maintained by the Board of Regents.
- For registration dates, please visit: https://www.usg.edu/hr/benefits/tap_dates
How Many Courses Can I Take?

- Is three too many?

- Examine what you are able to handle

- Remember, if you drop a course after late registration, you will be ineligible for one semester!
Holding A ‘Spot’ Prior To TAP Registration Period

If you register prior to the TAP enrollment period, you will be responsible for All tuition & fees
Late Registration

- You may add or drop a course during the teaching institution’s designated period only.

- After late registration, you will be responsible for the tuition & fees.
Attending Courses During Work Hours

- Courses should be taken after work hours
- If attendance is approved during work hours, the following is required:
  - Your absence must not adversely affect departmental services
  - OR cause extra work for other employees in your department
  - Charge absence to vacation
Graduate Certificate Programs

- Graduate Certificate Programs are now eligible for TAP!
- You must earn credit for each course
- The courses must not be part of Continuing Education
Degree Programs Not Eligible For TAP

- Continuing Ed
- Dental
- Executive/Premiere Graduate Programs
- Law
- Medical
- Pharmacy
- Veterinary
Tax Implications

- The federal government allows up to $5,250 in employer-provided educational assistance benefits annually.

- Undergraduate and graduate level courses.

- Employees will pay taxes if the employer-provided educational assistance benefits exceeds $5,250.

- The amount will be included in your wages (box 1 your W-2 form).

- A tax professional should be consulted for further information about taxable tuition.
Grade Requirements

- You must maintain a “C” average.

- If you receive a grade of “D” or below, you will be ineligible to participate in the program for the next semester.
Grade Requirements

DONT DROP OR WITHDRAW FROM A CLASS JUST YET.
Make an informed decision.

- If you receive an “Incomplete”, you have until the end of the following semester to complete coursework.

- If you withdraw from an approved TAP course after late registration, you are ineligible for the next semester.
TAP Definitions

- **Home Institution** - where you conduct the majority of your work and/or research
  - Must be within the State of Georgia

- **Teaching Institution** - Any USG institution where a TAP participant has met the admissions requirements and approved for enrollment
What is my primary status?

- You are first and foremost an employee

- Your status as a student is secondary
  - Thus you are not eligible for student parking rates

- You may not be issued a Panther Card with the title of ‘student’
Websites To Bookmark

University System of Georgia (USG) TAP information:
http://www.usg.edu/hr/benefits/tuition_assistance_program_tap/

Benefits TAP information:
https://hr.gsu.edu/service-centers/benefits/active-employees/#6

Student Financial Services:
http://sfs.gsu.edu/the-financial-aid-process/

Office Of The Registrar:
http://registrar.gsu.edu/assistance/faq/
Active Employees

Employee Tuition Assistance Program

TAP Application Deadline Date

Registration for employees enrolled at Georgia State who have a 1.0 FTE (full-time equivalent) work commitment:
The Tuition Assistance Program (TAP) application submission deadline:

For Spring 2020 is Friday, November 15, 2019, by 5:15 pm

You may complete the TAP application by clicking here:
TAP is available to all full-time benefits eligible employees. To be eligible, you must have completed the six-month probationary period by the TAP application deadline.
TAP pays for a maximum of 9 credit hours per semester based upon the undergraduate or graduate rate of the University System of Georgia (USG) institution you are attending. There are 26 USG institutions from which to choose. (You must follow the regular admissions process applicable to each institution.)
Premier and professional programs are excluded from TAP per Board of Regents policy.
Class Registration: You will need to check the class registration data(s) for the USG institution you will be attending. These can be found at http://www.usg.edu/hr/benefits/tap_dates.

TAP Policy Information: It is important to read the TAP policy before completing the application. To view the TAP policy, visit: http://www.usg.edu/hr/benefits/tuition_assistance_program.

Tax implications for participants: The federal government allows up to $5,250 annually in employer-provided educational assistance benefits to be "tax-free" to TAP participants. This applies to both undergraduate and graduate-level courses. An employee must generally pay taxes on employer-provided educational assistance benefits in excess of $5,250. This amount will be included in your wages (Box 1 of your Form W-2). A tax professional should be consulted for further information about taxable tuition.
Tuition Assistance Program (TAP)

Formerly known as the Tuition Remission and Reimbursement Program (TRR)

The Tuition Assistance Program (TAP) replaced the Tuition Remission and Reimbursement Program (TRR) effective November 1, 2004. This program was implemented with the Spring Semester 2005. TAP is an employee supplemental educational assistance program.

- Tuition Assistance Program Policy
  Official policy for tuition assistance

- Systemwide TAP Application Form 📝
  Standardized application form

- Frequently Asked Questions
  Frequently asked question regarding the program

- TAP Employee Registration Dates
  Employee registration dates by term and institution

- University System of Georgia TAP Coordinators
  TAP Coordinators by institution
Additional TAP Questions?

- TAP Email: tap@gsu.edu

- Ga State TAP Coordinator: Regina Barnett
  Phone: (404) 413-3334

- GSU Benefits Office: (404) 413-3330