Tuition Assistance Program (TAP) Workshop

Georgia State University
Mission & Purpose

**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 employee as of the date the TAP application is due

- You must have completed the 6 month provisional period as a benefits-eligible employee prior applying for TAP

- Your Spouse and/or dependents are not eligible to participate in TAP
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
What Should I do First?

- Find the USG institution which best suits your needs
  - 29 choices!

- Follow the admissions process to apply for that institution
What’s Next?

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
Application Due Dates

TAP application deadlines apply to all USG institutions

Deadlines are:

- Fall Semester: July 15th
- Spring Semester: November 15th
- Summer Semester: April 15th

- If the deadline falls on a holiday or weekend, the application deadline is the last business day prior to the dates indicated
One TAP Application can be submitted:

- In person: 1 Park Place South Suite 330
- Fax: (404) 413-3335
- Email: tap@gsu.edu
Be Sure To Keep A Record

Prior to submitting your TAP application, make 2 copies:
- For you
- For your supervisor
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
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

- Once you sign your name of the dotted line…
  - You are responsible for the “Employee Certification” content
  - Read this section carefully!
Are you eligible for additional funding?

- You are responsible to check into the following:
  - Hope Scholarship
  - 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
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 Many Courses Can I Take?

- Examine what you are able to handle

- Are three too many?

- Remember, if you drop a course, you will be ineligible for one semester!
Registration Guidelines

- Employees can register 3 days prior to the first day of class.

- For USG registration dates, please visit: http://www.usg.edu/hr/benefits/tuition_assistance_program_tap/
Late Registration

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

- After late registration, you are responsible for the tuition and fees.
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.
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](http://www.usg.edu/assets/hr/benefits_docs/nursing_faculty_tapp_app.pdf)
How Do I Register For Classes?

- 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: http://www.usg.edu/hr/benefits/tuition_assistance_program
Certificate Programs

- 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
TAP Does Not Pay For...

- Application Fees
- Distance Learning Fees
- Entrance/Exit Exam Fees
- Lab Fees
- Textbooks
Tax Implications

- The federal government allows up to $5,250 in employer-provided educational assistance benefits annually.
- Tax free to TAP participants.
- Undergraduate and graduate level courses.
- Employees will pay taxes if the employer-provided educational assistance benefits exceeds $5,250.
- The amount will be included on your W-2 form.
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!
Grade Requirements

- You must maintain a “C” average

- If you receive a grade of “D” or below, will be ineligible to participate in the program for one semester
Know The Rules

- 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 withdrawal, you are ineligible for one semester.

**DON’T DROP OR WITHDRAW FROM A CLASS JUST YET.**

Make an informed decision.
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’
TAP Definitions

- **Home Institution**: where you conduct the major portion 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
University System of Georgia

EMPLOYEE APPLICATION FOR TUITION ASSISTANCE PROGRAM (TAP)

(Please Print)

Complete this application with all required approval signatures and submit by the required deadline to the TAP Coordinator at the Home Institution. This application is subject to final approval by the TAP Coordinator of the Teaching Institution. Tuition Assistance waives tuition and applicable student fees for credit courses at a USG institution.

EMPLOYEE INFORMATION

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First:</th>
<th>Middle:</th>
<th>Student ID #:</th>
<th>Employees ID #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Jane</td>
<td>Marie</td>
<td>000552369</td>
<td>0123456</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Number:</th>
<th>Home Institution:</th>
<th>Job Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>404-555-1234</td>
<td>Georgia State University</td>
<td>Librarian</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail address:</th>
<th>Teaching Institution:</th>
<th>Academic Term/Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:jmsith123@gsu.edu">jmsith123@gsu.edu</a></td>
<td>Georgia State University</td>
<td>Spring 2018</td>
</tr>
</tbody>
</table>

Are you pursuing a degree? [ ] Yes [ ] No
If yes, indicate your degree program (Associate, Bachelor, etc.): Bachelor

Are you eligible for a Hope Scholarship, Hope Grant, or Pell Grant? [ ] Yes [ ] No

List Requested Course(s): The number of semester credit hours (maximum of nine) must be consistent with one's institutional work commitment.

Note: Employees may not enroll in certain programs or courses, including: dental, law, medical, pharmacy, veterinary, or executive/premise or comparable graduate school programs, workshops, seminars, continuing education courses, management development programs, special examinations, or private consultant refresher courses to take examinations.

REQUESTED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Course Name &amp; No.</th>
<th>Credit Hours</th>
<th>Class Days &amp; Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>American Government</td>
<td>POLS 1101</td>
<td>3</td>
<td>T &amp; Th 1:30-2:45 pm</td>
</tr>
<tr>
<td>256789</td>
<td>Biology</td>
<td>BIOL 1110</td>
<td>3</td>
<td>M &amp; W 2:31:5 pm</td>
</tr>
<tr>
<td>352389</td>
<td>Biology Lab</td>
<td>BIOL 1110K</td>
<td>1</td>
<td>Friday 12:2:50 pm</td>
</tr>
</tbody>
</table>

Employee Certification: My signature below certifies that the information provided is accurate and truthful. I understand that I must register for courses only during the employee registration period of the Teaching Institution I wish to attend. I also understand that I must receive a grade of "C" or better and provide a copy of my grade report to the TAP Coordinator of the Home Institution upon completion of the course(s). Finally, I certify that I have read and agree to abide by the policies and procedures of the TAP Program.

Employee Signature: ___________________________ Date: __________

Immediate Supervisor Approval

Supervisor's Name (Print): ___________________________ Date: __________

[ ] I approve this request and certify that the employee's participation will not adversely affect departmental services nor cause undue hardship for other employees. If I am allowing the employee to attend classes during the workday, attached is the alternate work arrangement.

[ ] I cannot approve or certify the employee's request to attend classes because ___________________________.
Websites To Bookmark

Board of Regents TAP information:
http://www.usg.edu/hr/benefits/tuition_assistance_program_tap/

Benefits TAP information:
http://employees.hr.gsu.edu/benefits/active-employees/employee-tuition-assistance-program/

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

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

http://www.usg.edu/hr/benefits/tuition_assistance_program
Additional TAP Questions?

- TAP Email: tap@gsu.edu
- Ga State TAP Coordinator: Regina Barnett
  Phone: (404) 413-3334
- GSU Benefits Office: (404) 413-3330