Tuition Assistance Program (TAP)

Georgia State University Workshop
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
Gas
Food

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 and Summer
What Should I do First?

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

- Next 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*
Be Sure To Keep A Record

- Prior to submitting, make 2 copies of TAP application:
  - For you
  - For your supervisor
TAP Applications can be submitted:

- In person: 1 Park Place South Suite 330
- Fax: (404) 413-3335
- Email: tap@gsu.edu
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
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.
What if I miss the application deadline?

- Mark your calendar with these dates
- Set the ‘bell’ on your personal computer calendar
- Late applications will not be accepted!
All sections must be completed on your application in order to be processed.

Incomplete applications will be returned.
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 particular degree program?

- Great! No problem!
- Just be sure you 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 must sit out for one semester!
Registration Guidelines

- Employees can register 3 days prior to the first day of class.
- For other USG registration dates, please visit 
  [http://www.usg.edu/hr/benefits/tuition_assistance_program_tap/](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 bill.
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
How Do I Register for Classes?

- Each USG institution has a designated registration period
  - This is UNIQUE to each school

- 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
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’.
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 available under TAP

- Continuing Ed
- Dental
- Executive/Premiere graduate programs
- Law
- Medical
- Pharmacy
- Veterinary
Job and 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.
Home Institution - where you conduct the major portion of you 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
Websites to Bookmark

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

Benefits Dept 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](http://www.usg.edu/hr/benefits/tuition_assistance_program)
Additional TAP Questions?

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