Tuition Assistance Program
At
Atlanta Metropolitan State College

The purpose of the Tuition Assistance Program (TAP) is to foster the professional growth and development of its eligible employees, thus providing a supportive campus climate and leadership and development opportunities, in order to educate the whole person and meet the needs of the faculty and staff.

Please submit the completed TAP application to the Office of Human Resources. All USG employees must submit the completed application to the TAP Coordinator of their respective home institution for approval and forward to Atlanta Metropolitan State College.

TAP Application Deadlines
- The following University System of Georgia TAP application deadlines will apply to all University System of Georgia institutions: (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.)
  - Fall Semester: July 15th
  - Spring Semester: November 15th
  - Summer Semester: April 15th

Application Procedure
- The TAP application is available on line at [www.atlm.edu](http://www.atlm.edu) then click on “Faculty and Staff and then Human Resources. You must complete the employee portion and submit the application to your immediate supervisor for approval. The supervisor must approve participation in the TAP program. The supervisor must also certify that the employee’s participation in the course(s) will not adversely affect departmental services nor cause undo hardship for fellow staff members. (Signatures are required by both parties in order to process the application). The form is then forwarded to the Office of Human Resources

Eligibility
- All first-time applicants of the TAP program must have gone through the regular student admissions process at Atlanta Metropolitan State College or University System of Georgia Institutions.
- The tuition assistance program is available to full time benefits-eligible employees of the USG who have successfully completed at least six (6) months of employment in a benefits-eligible position, as of the date of the TAP application deadline for the desired academic semester.
- All courses taken under the TAP program are for academic credit only.
- Continuing Education courses are not for credit and cannot be reimbursed within the TAP program.

Ineligible Programs
- Employees may not enroll in certain programs or courses of study under the TAP policy. Those ineligible programs, or courses of study, include academic courses in the following professional schools: dental, law, medical, pharmacy, veterinary, or executive/premier or comparable graduate school programs. Other ineligible programs, or courses of study, include: workshops, seminars, continuing education courses, management development programs, special examinations for admissions to degree programs, or private consultant refresher courses to take examinations such as C.P.A. certification, admissions examinations, and related
types of programs or classes. Support for these types of programs, may be provided by departmental policies.

**Tuition Assistance Program (TAP) Registration**
- Each “teaching institution” will establish its TAP employee registration period. This period will begin immediately after the end of the “teaching institution’s” regular student registration period. The specific dates for the employee registration period at each “teaching institution” are listed at [www.usg.edu/admin/humres/benefits/tuition/](http://www.usg.edu/admin/humres/benefits/tuition/). TAP enrollment is granted on a space-available basis.

**Grade Requirements**
An employee must receive a grade of "C", or better, in each approved TAP course. The employee must furnish a copy of his/her grade(s) to the TAP Coordinator of the "home institution".

- An employee who receives a grade of "D", or below, in an approved TAP course will be ineligible to participate in the program for one semester. In an instance such as this, the TAP participant will not be personally responsible for repayment/reimbursement this course.

- An employee, who receives an "Incomplete" in an approved TAP course, will have until the end of the following semester to complete the coursework and submit his/her final course grade to the TAP Coordinator of the "home institution". An employee must do this to continue participating in the TAP program the next academic semester.

**Distance Learning and Web-Based Courses**
- TAP participants may enroll in distance learning and web-based courses offered by the University System of Georgia. If the tuition for these courses is greater than the System-approved normal tuition amount, USG institutions may elect to waive only that portion of the tuition that does not exceed the System-approved normal tuition amount. An employee will be responsible for paying the remainder of the tuition cost.

**Other Restrictions and/or Conditions**
- TAP is a supplemental educational assistance employee program. An employee who is eligible for Pell Grants must apply his/her Pell Grant monies toward tuition and fees before receiving a TAP waiver.

- If an employee withdraws from an approved TAP course prior to its completion, the employee will be ineligible to participate in TAP for one semester.

- Eligibility for TAP participation does not guarantee admission into all University System of Georgia degree programs:
  - An employee must follow the policies and procedures of the “teaching institution” in which he/she enrolls to be formerly accepted as a TAP participant for limited-slot enrollment programs. Upon receiving approval to participate in a limited-slot enrollment program from the "teaching institution", the course(s) should be listed on the TAP application.

- Participation in the TAP program does not guarantee continued employment with the University System of Georgia.

**Limited-Slot Enrollment Program**
- A limited-slot enrollment program is a degree program for which there are a limited number of spaces allowed in the program, and, for which there may be additional criteria required (such as work experience in a related field).

**Student Fees**
TAP participants are identified as faculty or staff, and, their status as a student is secondary in all considerations, including student fee waivers. The following fees are waived by all USG institutions for TAP attendees: tuition, student late registration fee, student technology fee, student health insurance fee, student activity fee, and student athletic/recreation fee. TAP attendees, whose student health fee, student activity fee, and athletic fee are waived, are ineligible for the services sponsored by these fees unless the fees are paid separately.

Other student fees and charges, as defined by the “teaching institution”, are not waived for TAP attendees. Such student fees must be paid as required by the course or institution (e.g., transcript, graduation, exam and testing fees, and lab fees).

**Work Schedule Arrangements**

- To the extent possible, no employee should take a course(s) that would require him/her to be absent from work during regularly scheduled work hours. If attendance in an approved TAP course requires that an employee be absent from his/her assigned workstation during normal work hours, various accommodations may be possible, depending upon the needs of the unit/department and of the employee. The supervisor must certify that the employee's participation in TAP will not adversely affect departmental services, or, result in undue hardship for other employees. Alternate work arrangements will only be granted at the discretion of the immediate supervisor. Supervisors are encouraged to make a reasonable effort to find an appropriate work schedule accommodation.

**Maximum Credits**

- An employee may seek approval to enroll in up to eight (8) academic semester credit hours for each of the three designated semester periods: Fall Semester, Spring Semester, and Summer Semester.

**Tax Implications for Participants**

- The federal government currently 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. This "tax free" exemption currently applies through 2010. 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 concerning taxable tuition.

**University System of Georgia TAP Coordinators**

The name, title, address, e-mail address, telephone number, and FAX number for each institutional TAP Coordinator may be found at [www.usg.edu/admin/humres/benefits/tuition/](http://www.usg.edu/admin/humres/benefits/tuition/).

For further questions and inquiries concerning the TAP Program at Atlanta Metropolitan State College, please contact our office at hr@atlm.edu.