TAP (Tuition Assistance) Job Aid

Eligibility Requirements

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.

Tax Implications for Participants

The IRS limits the amount of tuition expenses that employers can pay on behalf of an employee tax-free each year. For the 2018 tax year, the limit is $5,250. This applies to both undergraduate and graduate-level courses. If your tuition expense coverage by TAP is $5,250 or less, the amount will not be taxed. If your tuition expense coverage by TAP is more than $5,250, tax must be paid on the excess amount above $5,250. Typically, these taxes are applied in the last few payrolls of the year once the final waived tuition amount is reported.

Admission

Admission to the USG Institution of choice is the first step in the process. TAP participants must go through the regular student admissions process, if not currently admitted. The Undergraduate Admissions Office and the appropriate Graduate Admissions areas have application and document deadline dates for each semester. Please contact the applicable office for their deadlines and requirements.

Participants of TAP are subject to the following as per Board of Regents Policy 4.3.4:
All accepted applicants to any of Georgia’s public colleges or universities for the fall 2011 semester and each academic semester thereafter must provide verification of residency and lawful presence in both the State of Georgia and the United States.
United States citizens and permanent residents who seek to be classified as in-state for tuition paying purposes may verify their lawful presence in two different ways:

1. Successfully submit a FAFSA
2. Submit a document from the list below. Please note, we will currently accept copies of all documents except the certified U.S. birth certificate. For instructions on ordering a certified U.S. birth certificate visit http://www.vitalchek.com

You may send your document(s) via the US postal service, email, fax to 678-839-4747, or bring them directly to us. The office of admissions is located at:
Admissions / Murphy Building
1601 Maple Street
Carrollton, GA 30118

Acceptable Documents (must be current and valid):

- Driver’s License issued by the State of Georgia after January 1, 2008
- ID issued by the State of Georgia after January 1, 2008
- Certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. *A photocopy is not acceptable unless it is made by our staff from the certified copy
- U.S. Passport
- Permanent Resident Card (USCIS form I-151 or I-551)
- U.S. Certificate of Naturalization (USCIS form N-550 or N-570)
• U.S. Certificate of Citizenship (USCIS form N-560 or N-561)
• U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240)
• Military ID (for service member only, not dependent)

For students who have not provided one of the above documents and seek to be classified for in-state tuition, UWG is currently required to verify lawful presence with one of the following methods:

• Systematic Alien Verification for Entitlements (SAVE) Program if you do not have a current F or J Visa
• SEVIS for non-citizens possessing an F or J Visa

For questions regarding the verification process, please call 678-839-5600 or email us at admis@westga.edu.

How to Apply

• Visit the TAP Website: https://www.usg.edu/hr/benefits/tap_dates/ for important deadlines
• Print & complete the USG Employee Application For Tuition Assistance Program (TAP) Application form from the Human Resources Website: https://www.westga.edu/hr/assets-hrpay/docs/tap-application.pdf
You will need your Student ID (Banner ID) and One USG Employee ID.
**IMPORTANT: All applications must be received in the Human Resources office by the deadline, which can be found on the Human Resources website.**
• Submit the completed form to tbussey@westga.edu by the deadline. It is the employee’s responsibility to ensure that Human Resources receives the form by the deadline.

How to Register

1) TAP participants will register for approved courses online via their Banweb account. Registration dates for TAP students are listed on the Tuition Assistance (TAP) Website and also included in the communication e-mail sent from Human Resources TAP Coordinator. It is the employee’s responsibility to register for the courses approved for under TAP.
2) The UWG Registrar’s Office can assist participants with registration. Registrar’s Office Contact Page: https://www.westga.edu/student-services/registrar/contact-us.php

Human Resources TAP Coordinator:
Terri Bussey : (678) 839-6413 : tbussey@westga.edu