

**HUMAN RESOURCES ADMINISTRATIVE MANUAL
EMPLOYEE BENEFITS & SERVICES: EMPLOYEE CONTINUING EDUCATION**



**UNIVERSITY SYSTEM
OF GEORGIA**

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON EMPLOYEE CONTINUING EDUCATION
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RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
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Policy Statement

The Board of Regents of the University System of Georgia is committed to creating a more educated Georgia. As part of its desire to achieve that goal and meet evolving employee needs, the University System of Georgia (USG) has established an educational assistance program, the Tuition Assistance Program (TAP). The purpose of TAP is to foster the professional growth and development of its eligible employees. (See BOR Policy Manual regarding [Career Development](#) and [Tuition Assistance Program Policy](#).)

The purpose of the Tuition Assistance Program policy is to foster the professional growth and development of the eligible employees for the University System of Georgia. The policy also ensures institutions are consistent in their application of the policy.

Applicability

All units of the University System of Georgia are covered by this policy.

Who Should Read This Policy

All Human Resources personnel within the University System of Georgia should be aware of this policy.

Definitions

These definitions apply to these terms as they are used in this policy:

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- **Eligible Employee:** An individual employed full-time in a regular, benefits-eligible position that has satisfactorily completed their six (6) month provisional period as of the date of the Tuition Assistance Application deadline.
- **Tuition Waiver:** When an employee is allowed to take classes at a USG institution without payment of tuition and certain fees.

Process and Procedures

The Tuition Assistance Program (TAP) is an employee supplemental educational assistance program which results in the waiver of tuition and fees when an employee attends any University System of Georgia (USG) institution. Tuition assistance requires TAP application approval for each semester and is based upon space availability within the course(s) and/or degree program of the institution attended. A maximum of nine (9) credit hours may be requested for approval under the Tuition Assistance Program each semester.

Participation in the Tuition Assistance Program shall be available to full-time, benefits-eligible employees who have successfully completed at least six (6) months of employment in a benefits-eligible position as of the date of the Tuition Assistance Program application deadline for the desired academic semester. Full-time employees (who meet the applicable admissions standards and who have received appropriate prior authorization from their institution) may enroll in up to nine (9) academic semester credit hours for each of the three (3) designated semester periods: fall semester, spring semester, and summer semester.

Student status will be secondary to employee status in all considerations, including student fee waivers. Tuition assistance is the waiver of tuition and the waiver of certain fees. Tuition Assistance Program participation will be granted on a space-available basis. For limited-slot enrollment programs, approval must be granted by the teaching institution. An employee must receive a grade of C or better in each approved Tuition Assistance Program academic course.

Employees may not enroll in the following professional schools: dental, medical, pharmacy, veterinary, law, or executive total cost programs. (BR Minutes, September 2004)

- [Tuition Assistance Program](#)

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Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG	Ensure compliance with policy.	404-962-3235 usg-hr@usg.edu
Institution Chief Human Resources Officers	Ensure compliance with policy.	See University System HR Officer Listing
Institution TAP Coordinator Home Institution	Ensure appropriate campus communications regarding policy, deadlines, etc. Receive and evaluate applications for approval in compliance with policy; notify applicants of decision. Serve as liaison to the TAP Coordinator at Teaching Institution.	
Institution TAP Coordinator Teaching Institution	Serve as liaison to Home Institution TAP Coordinator; Evaluate applications for approval in compliance with policy; notify Home institution of decision.	

Website Address for This Policy

- [Tuition Assistance Program](#)

Appendices (Internal Documents, Forms and Web Links)

- [Tuition Assistance Program](#)
- [Systemwide TAP Application Form](#)

Related Documents and Resources (External)

- None

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