



EMPLOYEE APPLICATION FOR TUITION ASSISTANCE PROGRAM (TAP)

Complete this application with required approval signatures and submit by the required deadline to the TAP Coordinator at the Home Institution.

Application Deadlines: Spring- November 15 Summer & Maymester- April 15 Fall- July 15

Submit one application per semester up to 30 days prior to the application deadline for program consideration. If the deadline is on a holiday or weekend, the business day prior then applies. Tuition Assistance waives tuition for up to 9 academic credit hours per semester and applicable student fees for courses at a USG institution.

EMPLOYEE INFORMATION form with fields for Last Name, First, Middle, Employee ID#, Student ID#, Phone Number, Work Email Address, Job Title, Home Institution, Teaching Institution, Academic Term, Undergrad/Graduate, Degree program, and financial aid eligibility.

REQUESTED ACADEMIC COURSES form with a table for Course Number/CRN#, Credit Hrs, Course Name, and Class Days & Times. Includes sections for Program Exclusions, Employee Certification, and Supervisor Approval.

TAP COORDINATOR APPROVALS form with sections for Home Institution and Teaching Institution approvals, including Eligibility Approved, TAP Coordinator Signature & Date, and Notes.