

Tuition Assistance Program
At
Atlanta Metropolitan 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 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

Definitions

Tuition Remission: is assistance that 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.

Tuition Reimbursement: provides for the reimbursement of tuition and fees that have been approved in advance for an employee who attends an institution outside the USG. Reimbursement is subject to availability of funds within the employee's home institution. The amount of reimbursement shall be limited to the comparable University System rate of an equivalent course. Tuition Assistance will be considered only when an equivalent course is not available at a USG institution within a 70-mile radius of the employee's work location.

Eligibility

You must have received a "C" or better for each approved TAP course in order to register for TAP classes.

1. All first-time applicants of the TAP program must have gone through the regular student admissions process at Atlanta Metropolitan College or University System of Georgia Institutions.
2. The employee must have completed a provisional period of employment at an institution within the University System of Georgia without a break in service.
3. Eligibility does not imply or guarantee admission into all USG degree programs. The following professional schools: law, dental, medical, pharmacy, veterinary and executive/premiere or comparable graduate school programs are **ineligible** for TAP participants.
4. All courses taken under the TAP program are for academic credit only.
5. Continuing Education courses **are not** for credit and cannot be reimbursed within the TAP program.
6. If an employee receives below a "C" or withdraws from an approved TAP course prior to its completion, the employee may be ineligible to participate in TAP for one semester.

7. If an employee receives an "Incomplete" in an approved TAP course, the employee has until the end of the following semester to complete the coursework.

Application Procedure

The TAP application is available on line at 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 undue 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.

If a course in which the employee will be enrolled meets during regularly scheduled working hours, the work hours missed for a class and travel time **must** be made up.

A maximum of eight (8) semester hours may be requested for approval for the entire session.

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.

For further questions and inquiries concerning the TAP Program at Atlanta Metropolitan College, please contact Regina Ray Simmons by e-mail at: rsimmons@atlm.edu.