



EMPLOYEE APPLICATION FOR TUITION ASSISTANCE PROGRAM (TAP)

(Please Print)

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 Program Exclusions, Employee Certification, and Supervisor Approval sections.

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

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