

Premium and Executive Graduate Tuition Assistance Program (PEGTAP)

Kennesaw State University encourages employees to continue their education, learning and professional development by providing assistance to employees who participate in the premium and executive graduate programs at KSU. This program is designed to mirror the Board of Regents of the University System of Georgia's Tuition Assistance Program (TAP). In order to be eligible to participate in this program, you must be employed at Kennesaw State University in a full-time benefits-eligible position and have successfully completed at least six months of employment in a benefits-eligible position. In addition, you must complete an application and have it approved by your immediate supervisor and Human Resources.

Full-time employees eligible and approved to participate in the program may enroll in up to nine academic semester credit hours for each of the three designated semester periods: Fall, Spring, and Summer. Student status will be secondary to employee status in all considerations, including student fee waivers.

PEGTAP applies to the Premium and Executive Graduate Programs at Kennesaw State University.

Amount of Tuition Assistance: An employee will receive an amount of assistance equal to that allowed under the University System of Georgia's Tuition Assistance Program (TAP), or the standard graduate credit hour rate. This amount will be deducted from the cost of premium or executive graduate credit hour rate and the employee will be required to pay the difference between the graduate credit hour rate and premium or executive graduate credit hour rate.

Work Schedule Arrangements: To the extent possible, no employee should take a course(s) that would require him/her to be absent at work during regularly scheduled work hours. If attendance in an approved PEGTAP course requires that an employee be absent from his/her assigned workstation during normal work hours, various accommodations may be possible, depending upon the needs of the unit/department and of the employee. The supervisor must certify that the employee's participation in PEGTAP will not adversely affect departmental services, or, result in undue hardship for other employees. Alternate work arrangements will only be granted at the discretion of the immediate supervisor. Supervisors are encouraged to make a reasonable effort to find an appropriate work schedule accommodation.

Timing of Registration: Your PEGTAP application form is due on the following dates:

Fall Semester	July 15th
Spring Semester	November 15th
Summer Semester	April 15th

An application must be submitted for each semester. You may apply and be approved for a maximum of 9 credit hours per semester. Once your application has been approved, you may register during the normal registration period.

Grade Requirements and Other Restrictions:

- To receive Tuition Assistance, an employee must receive a grade of “C” or better in each of the approved courses. The employee must furnish a copy of his/her grade(s) to Human Resources.
- An employee who receives a grade of “D” or below in an approved PEGTAP course will be ineligible to participate in the program for one semester.
- An employee who receives an “incomplete” in an approved PEGTAP course will have until the end of the following semester to complete the coursework and submit his/her final course grade to Human Resources in order to continue participating in the program the next academic semester.
- If an employee withdraws from an approved PEGTAP course prior to completion, the employee will be ineligible to participate in the program for one semester.
- Only Kennesaw State University employees are eligible to receive Tuition Assistance under PEGTAP.
- PEGTAP is only available through Kennesaw State University and may not be available at other University System of Georgia institutions.
- Participation in PEGTAP does not guarantee continued employment with Kennesaw State University.

Process to Enroll

1. Employee completes the Board of Regents TAP application and submits the application to his/her immediate supervisor for review. An application must be completed for each semester.
2. The immediate supervisor reviews the TAP application and approves or denies the request for participation in the program.
3. If an approved PEGTAP course is scheduled to meet during an employee’s regularly scheduled work hours, the immediate supervisor will advise the employee if his/her work hours must be rescheduled; or, if the employee’s class hours must be reported as annual leave (if available).
4. Employee’s supervisor returns the approved TAP application to the employee. The employee submits the original document to Human Resources by the semester deadlines:

Fall Semester:	July 15 th
Spring Semester:	November 15 th
Summer Semester:	April 15 th

(The employee and supervisor should retain a copy of the approved TAP application for their files).



Human Resources

5. Human Resources verifies eligibility of the employee for PEGTAP and gives final approval or denial of the application.
6. Human Resources notifies the employee and employee's immediate supervisor of the application's approval or denial.
7. If approved, the employee registers for the PEGTAP courses during the normal registration period.
8. The employee must submit a copy of his/her final grade to Human Resources to continue participation in the PEGTAP program.

Kennesaw State University reserves the right to change this program with or without notice.

Student Fee Waivers: PEGTAP participants are identified as faculty or staff and their status as a student is secondary in all considerations, including student fee waivers.

The following fees will be waived for PEGTAP participants: student technology fee, student health insurance fee, student activity fee, and student athletic/recreation fee. PEGTAP attendees, whose student health fee, student activity fee, and athletic fee are waived, are ineligible for the services sponsored by these fees unless the fees are paid separately.

Tax Implications for Participants: The federal government currently allows up to \$5,250 annually, in employer-provided educational assistance benefits, to be "tax free" to PEGTAP participants. This "tax free" exemption currently applies through 2010. An employee must generally pay taxes on employer-provided educational assistance benefits in excess of \$5,250. This amount will be included in your wages (Box 1 of your Form W-2). A tax professional should be consulted for further information.