# Lancaster Community Education Course Application

September – December 2025 Session: Applications due by May 30th, 2025

Instructor Information - All sections must be completed - incomplete applications cannot be processed.

Instructor Name: ENTER TEXT HERE

Business Name: ENTER TEXT HERE

Address: ENTER TEXT HERE

Phone Number: ENTER TEXT HERE

Email Address: ENTER TEXT HERE



Course Name: ENTER TEXT HERE

Course Description (This is how it will be printed in the brochure – please include any supplies or equipment that students will need to bring to class): ENTER TEXT HERE

Will you invoice us for the course or are you paid hourly through the district?

(choose one) INVOICE or PAID HOURLY or NO PAY

If you invoice us, what will the charge be per student? $ ENTER TEXT HERE

\*Please note - a **$15.00** fee will be placed on top of your course invoice fee for our fixed overhead

Number of Total days in a session: ENTER TEXT HERE

For courses with multiple sessions:

Start Date: ENTER TEXT HERE End Date: ENTER TEXT HERE

Below, please add in all of the actual dates that you want your course to meet:

ENTER TEXT HERE

For one or two-day courses that are offered multiple times:

Dates: ENTER TEXT HERE

Start Time of class: ENTER TEXT HERE End Time of class: ENTER TEXT HERE

Below, please add in all of the actual dates that you want your course to meet:

ENTER TEXT HERE

Do you charge a lab fee (a fee paid directly to the instructor – on top of the registration fee)?

ENTER TEXT HERE

If yes, how much? $ ENTER TEXT HERE

What does the lab fee include? (please be specific – this will be included in the catalog) Click here to enter text.

Minimum number of students: ENTER TEXT HERE

Maximum number of students: ENTER TEXT HERE

\*You will be notified prior to class if your minimum enrollment has not been met.

\*\* Please note that our office may have to cap your maximum number depending on funding\*\*

Classroom Information

Does your course meet off-site (no space is needed within the LCSD)? ENTER TEXT HERE

Within the district, what type of classroom: ENTER TEXT HERE

Please list any special instructions: (please be specific) ENTER TEXT HERE

Equipment needed (i.e.: None, Use of Computer, Projector, Microphone, etc.): (please be specific)

ENTER TEXT HERE

If you require the use of a computer or projector, you will also need to complete an “Acceptable Use Policy” Agreement (Link will be provided) \*Please note - only instructors have the use of a computer - students do not, as we do not have the ability to make logins for anyone not working with the Lancaster Central School District.

Must print, sign and forward to the Community Ed Office

By filling out the attached “Course Application” you are entering into an agreement with Lancaster Community Education, which states you will be available on the dates you’ve listed to teach the course(s) you have agreed to instruct. Lancaster Community Education reserves the right to change the location, date and/or time of any class due to any unforeseen circumstances. Please be advised that instructors may not change location, date and/or time without first obtaining approval through the Community Education office.

\*\*If you are a pool instructor, please be aware that you are responsible for closing and locking all pool doors. Pool doors which are left unlocked will result in the termination of your employment.

☐ Check Box Indicating That You Understand the Above Statement and That All Information on This Form Has Been Verified as Correct and Accurate

\*Please note if students will need to select a specific day (Ex: Tuesday OR Thursday) or if your course is offered multiple days during the week for one price (Ex: Tuesday AND Thursday).

\*A “session” refers to the number of courses offered for the price listed – if your course will meet every Tuesday for 5 weeks, then you would have FIVE sessions and would list the start and end date of the course. If you will have the same, one or two-day course but offer it multiple times, then you would have ONE or TWO sessions and then would list the different dates that your course will be offered.

\*All courses are subject to director approval. Instructors will be notified.

Instructor’s Signature:

(Typing your signature in the space provided will serve as your electronic signature)

Office Use Only:

Course Fee:

Instructor Pay:

Approved:

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Director’s Signature: