

Lancaster City Schools

Tuition Reimbursement / Pro-Growth Procedures

Effective July 1, 2013

As stated in the recently approved Memorandum of Understanding, we will be making some changes to the Tuition Reimbursement / Pro-Growth procedures beginning July 1, 2013.

You will now follow the procedures below:

1. Complete the Pre-Approval – Tuition Reimbursement form (Pro-Growth)

Please use a separate form for each course you are submitting for approval.

Pre-Approval forms must be completed and approved no later than two weeks after the start of the class. Forms are available on the LCS Website- Human Resources Department.

2. You will be notified of the approval for the course(s) via e-mail from the Human Resources Department.
3. Upon completion of the course, you will submit a copy of your grade slip to the Human Resources Department for reimbursement.
4. Payment for the course will be based on the number of credit hours completed during each term throughout the year. All grades turned in within two weeks of the end of the term will be considered part of the prior term.

Term 1 – July 1 – October 31

Term 2 – November 1 – February 28/29

Term 3 – March 1 – June 30

5. Payment for approved/ completed coursework will be made within 45 days of the end of each term.