



Lancaster City Schools  
PROFESSIONAL DEVELOPMENT - TUITION REIMBURSEMENT – Appendix G

**(ONE FORM PER CLASS AND MUST BE COMPLETED AND APPROVED NO LATER THAN TWO WEEKS AFTER THE START OF THE COURSE)**

**ITEMIZED STATEMENT MUST BE ATTACHED**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**HOME BUILDING:** \_\_\_\_\_

**COURSE #:** \_\_\_\_\_

**COURSE TITLE NAME:** \_\_\_\_\_

**COLLEGE/UNIVERSITY:** \_\_\_\_\_

**HOURS: Quarter Hours** \_\_\_\_\_ **Semester Hours** \_\_\_\_\_

**TUITION COST FOR COURSE ONLY:** \_\_\_\_\_ **ITEMIZED STATEMENT MUST BE ATTACHED**

**COURSE DESCRIPTION:** \_\_\_\_\_

**TERM TAKEN** (Based on when class ends) \_\_\_\_\_

**COURSE BEGINNING DATE:** \_\_\_\_\_

**COURSE END DATE** \_\_\_\_\_

.....  
Approved for reimbursement in:

Term 1 (July 1-October 31)

Term 2 (November 1- Feb. 28/29)

Term 3 (March 1 – June 30)

Not approved: \_\_\_\_\_

Comments: \_\_\_\_\_

LPDC Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Treasurer’s Certificate:** It is hereby certified that the amount \$\_\_\_\_\_ required to meet the contract, agreement, obligation, payment of the expenditure for the above has been lawfully appropriated or authorized or directed for such purpose and was in the Lancaster Board of Education Treasury or in process of collection the credit of the General Fund free from any obligation or certification now outstanding.

Treasurer: \_\_\_\_\_

Dated: \_\_\_\_\_

To obtain reimbursement –submit a grade slip/transcript to the Human Resources Office by the 15<sup>th</sup> day after the Term ends. **Payment will be sent as a separate check to your home address within 45 days after the Term ends**