

# Lancaster City Schools

## Tuition Reimbursement / Pro-Growth Procedures

1. Complete the Tuition Reimbursement Form (Appendix G). **Forms are available on the LCS Website-Human Resources Department.** The course considered must be directly related to the improvement of the applicant's present assignment, or be needed to upgrade or renew applicant's current teaching certificate/license, or apply toward an additional certificate/license in the education field. **An itemized statement MUST** be submitted with the Tuition Reimbursement Form.

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

*Tuition Reimbursement Forms must be completed and approved no later than two weeks after the start of the course.*

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 or transcript to the Human Resources Department for reimbursement.
4. Tuition reimbursement shall be determined in the following manner:
  - If the total cost of completed courses submitted does not exceed the amount available for the current term, reimbursement will be made in the full amount up to the yearly limit of \$2,000 per employee.
  - If the total cost of completed courses submitted exceeds the amount available for the current term, reimbursement will be made by dividing the number of hours by the available amount to determine reimbursement amount. No further adjustments will be made to this amount.
  - No person will receive a higher reimbursement for coursework than was paid for that coursework. All applicants who are taking eligible courses and who have met the time deadline will be included in the reimbursement process.
  - A maximum amount of \$2,000 in any given year for graduate credit is allowed for each bargaining unit member. A maximum amount of \$1,000 per year for undergraduate credit is allowed for each bargaining unit member.

5. The following dates will determine the term for which the reimbursement will be considered:

Term 1 – July 1 – October 31

Term 2 – November 1 – February 28/29

Term 3 – March 1 – June 30

All grade slips turned in within two weeks after the end of each term will be considered part of the previous term.

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