



349 W. Roseville Rd.  
Lancaster, PA 17601  
P: 717.569.7180  
F: 717.569.2374

1 W. Main St.  
PO Box 568  
Brownstown, PA 17508  
P: 717.656.8963  
F: 717.656.9257

2024 W. Main St.  
Mount Joy, PA 17552  
P: 717.361.1800  
F: 717.361.1821

2516 Willow Street Pk.  
Willow Street, PA 17584  
P: 717.509.2612  
F: 717.509.2617

## Tuition Reimbursement Loan Authorization

This is to verify that \_\_\_\_\_ upon successful completion of  
(employee)  
\_\_\_\_\_ course, will receive \$ \_\_\_\_\_ as reimbursement from  
(course title) (amount)  
\_\_\_\_\_ as of \_\_\_\_\_.  
(employer) (date)

The student/employee further understands that this Tuition Loan (principal and interest) is payable to LANCO upon receipt of this reimbursement, or on the due date of this loan, whichever comes first.

\_\_\_\_\_  
Course start date

\_\_\_\_\_  
Reimbursing Official's Signature

\_\_\_\_\_  
Institution where classes are being held

\_\_\_\_\_  
Employee's Signature

**\*\*Member – please return to LANCO with the application and a copy of your current payroll stub!**