This winter, the administration of Penn Medicine Lancaster General Health's Tuition Assistance Program is moving online through a new partnership with Edcor. This change will require a short "blackout" period on all tuition transactions. During this time, you will not be able to submit any new applications or reimbursement requests.

Our goal is to make the transition as easy as possible. The information below spells out *what* to expect and *when* to expect it during the short blackout period.

Why Edcor?
We have chosen to partner with Edcor because they offer industry-leading convenient features that will simplify the way you manage your tuition assistance requests. One of the most exciting features is Edcor's "one-stop shop" website, where you will easily manage your entire tuition assistance application process. Through the website, you will be able to quickly and efficiently review the status of any application or payment with the click of a mouse.

Changes and Dates
Effective December 19, 2024 at 3pm, you will not be able to submit tuition-related applications and receipts or receive reimbursements until the transition to Edcor is complete on January 1, 2025. The Edcor link will be shared on Starnet under Quick Links after December 31st.

What if I already submitted my application or reimbursement request?
Paperwork received by December 19th, 2024 at 3pm, will be processed in the normal processing timeframe. If any information was incomplete or received after this date, you will need to resubmit the application and receipts through Edcor's website after the blackout period to receive your reimbursement. This includes any classes you have received prior preapproval but were waiting for grades.

What if I submit my paperwork during the blackout period?
You will need to resubmit the application on Edcor's website after the blackout period.

How will I submit applications after the blackout period?
Once Edcor's system is in place, you will submit all tuition applications and reimbursement requests directly on the website. The Edcor link will be shared on Starnet under Quick Links after December 31st.

Note: There will be a grace period for application submission immediately following the blackout period. Edcor will accept applications for up to 180 days after the start of the class (instead of 30 days), for applications submitted during December 19th, 2024 @ 3pm and January 1, 2025.

Key dates

Last day to submit for reimbursement in K2	December 19, 2024 @ 3pm
Transition Period (blackout period)	December 19, 2024 @ 3pm – January 1, 2025
Begin submitting transactions to Edcor	January 2, 2025

Where can I see the changes to the Tuition program that are effective January 1, 2025 (not just the change to Edcor?) In addition to the communications you have already received**,** the updated changes reflect on the LGH benefits website at https://www.lghealthbenefits.com/tuition-assistance/ and will also reflect in the policy once updated in the policy center on Starnet.

Does this impact Saint Joseph University (SJU) Lancaster tuition benefit? The SJU Lancaster tuition benefit remains the same however the process will change. You will need to complete a preapproval with Edcor

for any classes that you take and you will receive a prepaid voucher to share with the school. You will then submit your grades to Edcor within 60 days of course completion.

Our Tuition Assistance Program will be easier and more convenient for you through our partnership with Edcor. If you have any questions prior to December 19, 2024 @ 3pm, please contact the LGH Tuition team at sm-tuition@pennmedicine.upenn.edu.