



Date Issued: 7/28/2019

Application Number/Letter of Credit ID: 157987
Employee ID: 11342542

Re: Application Number: 157987

Dear Mark McGown

Congratulations! Your application has been approved for the amount indicated on the Letter of Credit below. Please print the Letter of Credit and present it to your educational institution. This Letter of Credit authorizes your educational institution to invoice the Intel Tuition Assistance Service Center for the approved amount shown on the Letter of Credit. By presenting this Letter of Credit to the educational institution, you are agreeing to the Terms and Conditions of Intel's Tuition Assistance Program.

Course Changes: If you do not attend the course specified on the Letter of Credit, please contact the Intel Tuition Assistance Service Center in writing requesting a Letter of Credit cancellation. The course will be cancelled from your application and the approved funds will be returned to your budget. The Letter of Credit is only valid for the course dates and approved amounts indicated. Any new course requests or modifications should be submitted on a new application via the [Intel Tuition Assistance online tool](#) (course substitution is not permitted).

Deadline to Submit Evidence of Course Completion: Upon course completion, e-mail or fax a copy of your grade report to the Intel Tuition Assistance Service Center within 90 days of your course end date. **It is your responsibility to submit evidence of successful course completion.**

Repayment Policy: You will be responsible for repaying Intel for any pre-paid graduate tuition or related expenses if you fail to successfully complete a course or submit your grades by the deadline.

Termination Prior to Course Completion: You must be an active eligible Intel employee for the duration of the course.

Remit Proof of Successful Completion to:

Intel Tuition Assistance Service Center
E-mail IntelTuition@gpworldwide.com
Fax 1-866-549-0712

Employee Expenses: This Letter of Credit authorizes the educational institution to invoice the Intel Tuition Assistance Service Center only for the approved tuition and fees on the Letter of Credit. You are responsible for paying any amount invoiced by the educational institution over the approved amounts shown on the Letter of Credit.

Release of Information: By participating in the pre-paid graduate tuition program, you agree to release the educational institution, the Intel Tuition Assistance Service Center, and their agents from the disclosure restrictions pertaining to educational and financial records, including grades and transcripts, as defined under the Family Educational Rights and Privacy Act (FERPA).

You may view the full Intel Tuition Assistance Program policies by visiting the [Extended Education](#) intranet page. If you have further questions regarding tuition assistance or this Letter of Credit, please call the Intel Tuition Assistance Service Center at 1-866-549-0720.

Sincerely,
Intel Tuition Assistance Service Center