



Date: 2/20/2023  
To: Gautam, Vidhya  
For: Massachusetts Institute of Technology  
From: Boeing Learning Together Program Service Center  
Subject: Boeing Learning Together Program Voucher

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Dear LTP Participant,

This voucher authorizes your school to bill Boeing for eligible tuition and expenses for the course listed on page 3. Please provide pages 2 and 3 to your school and retain this cover page for your own records.

Refer to the LTP Policy document and Worklife articles for program requirements. Failure to comply with program requirements may result in repayment of funds.

LTP D950-10666-1 Policy Document:<http://catalog.web.boeing.com/record=b1981221~S22>

#### **ELIGIBILITY**

Participants must meet and maintain a minimum work schedule of 38.2 hours per pay period at the start and throughout the course. Employees who begin courses on or after a leave of absence may or may not be eligible for Program funding. See LTP policy document to review participation requirements, as related to a leave of absence.

#### **BILLING**

This voucher authorizes payment for eligible tuition and fees only. **Payment for ineligible courses or expenses is the responsibility of the employee** and payment arrangements for ineligible expenses should be made between the employee and school directly. All billing must include an itemized breakdown to ensure prompt and accurate payment. Bundled expenses will cause delays.

#### **CORRECTIONS**

**This voucher may only be used for the course, dates, and school indicated below.** If your registration changes (e.g. course dates, course name/number, etc.), you must go to the LTP enrollment via Worklife and cancel the original course voucher (press the 'X' button). Add the new course to your enrollment to generate a new voucher and submit the new voucher to your school.

#### **REIMBURSEMENTS**

Participants may request reimbursement for eligible out-of-pocket expenses. Required books and software are reimbursed up to your Annual Funding Allowance (where they apply) and taxes may be withheld as applicable. Reimbursement requests are to be submitted after the course begins but no later than 45 days after the course end date. To request a reimbursement, navigate to the appropriate LTP enrollment via Worklife. Click 'Add Eligible Expense' to add expenses to your enrollment for reimbursement. Eligible reimbursements will be reflected on your paycheck within 1-3 pay periods.

#### **GRADES**

**Grades are due no later than 45 days following the course end date.** To submit a grade document or certificate of completion, navigate to the LTP system and select 'Submit My Grade' from the left navigation pane. Failure to submit grades within 45 days of the course end date, not meeting the minimum grade requirement (C-), or dropping/withdrawing will result in participant repayment of tuition and fees paid by LTP. Refunds will not be provided once deductions have taken place. Courses must result in academic credit, Continuing Education Units (CEUs), Continuing Professional Education (CPE), Professional Development Units (PDU), Continuing Legal Education (CLE), Continuing Coach Education (CCE), Competency Units, or international equivalent and be included on grade document. Non-credit courses are not eligible.

#### **TAXES**

In accordance with IRS guidelines, some education will require Boeing to report and withhold taxes for employer-provided educational assistance. If your enrollment is determined to be Taxable Over (\$5250) Limit or Fully Taxable, applicable taxes (federal, state, and local) will be withheld from your regular paycheck(s) when tuition is paid to the school. Please refer to Worklife, Learning Together Program to stay current with tax laws affecting your tuition benefit. Taxes withheld will be reported on your W-2.



Date: 2/20/2023  
Employee Name: Gautam, Vidhya  
BEMSID: 3512582  
Student Number:  
School: Massachusetts Institute of Technology

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Email: **BoeingLTP@brighthorizons.com**

**EDUCATIONAL PROVIDER INSTRUCTIONS:**

The following Learning Together Program Voucher authorizes payment of eligible tuition and fees on behalf of The Boeing Company. Tuition amounts over the annual funding allowance (where applicable) provided by The Boeing Company and ineligible expenses are the responsibility of the student.

Please review the school information at the top of pages 2 and 4 to ensure accuracy. Return this voucher to the student for corrections. Inaccurate information may cause a delay in processing payment. Please be advised of the following guidelines for the attached LTP Voucher:

- The LTP voucher is valid one-time only for payment of **eligible** tuition and fees for the approved course specified on the LTP voucher.
- Payment of tuition and fees is subject to LTP policy. Participants are responsible for any ineligible or remaining charges, including amounts over funding allowances.
- LTP requires an itemized invoice. Please submit the invoice after the last drop/add period for the term, along with a copy of the LTP voucher. Payment is typically processed within 30 days of receipt of your complete billing information.
- **Ineligible** expenses include, but are not limited to: amounts exceeding funding allowances, tools/supplies/hardware/equipment, insurance, meals, room/board fee, travel, study abroad fees, retreats, externships/internships/practicums, residencies, licensing fees, membership fees, social events/clubs, exam sitting fees, professional certification fees, publishing fees, library fines, withdrawl/drop fees, vendor fees, optional parking fees, etc. All fee payments are at the discretion of the Learning Together Program and may change without notice. Payment for ineligible expenses should be arranged directly with the student. If the participant drops or withdraws from an approved course and is eligible for a refund, the **refund** must be issued directly to:

Note: Make checks payable to 'Boeing Learning Together Program'

Boeing Learning Together Program  
c/o Bright Horizons / EdAssist Solutions  
2655 W Midway Blvd Suite 330  
Broomfield CO 80020

Include the name of the student and the course information with the refund payment and include 'LTP' on the refund check/wire payment. Electronic refund information can also be sent to [BoeingLTP@BrightHorizons.com](mailto:BoeingLTP@BrightHorizons.com) .

- Please complete the information on page 3, create an itemized invoice and send both documents to BoeingLTP@BrightHorizons.com, or fax to 866-649-0515

Thank you for your cooperation.

Regards,  
Boeing Learning Together Program Service Center



Date: 2/20/2023  
 Employee Name: Gautam, Vidhya  
 BEMSID: 3512582  
 Student Number:  
 School: Massachusetts Institute of Technology

Remittance Email: BoeingLTP@brighthorizons.com

**LEARNING TOGETHER PROGRAM (LTP) VOUCHER**

**This portion is for school use only**

Voucher ID	Course Name	Credits/CEUs	Course Dates	Pre-Authorized Amount
360290-01	FDV FUNDAMENTALS OF DATA VISUALIZATION	2	04/03/2023 - 05/01/2023	1088.00 USD

NOTE: The Pre-Authorized Amount is an estimated amount of tuition and fees; however, the itemized invoice should be sent with the actual amount of tuition and fees. Eligible tuition and expenses will be paid based upon the student's remaining annual funding allowance (where applicable).

- REMINDER: Payment for ineligible expenses is the responsibility of the employee. Ineligible expenses include, but are not limited to: amounts exceeding funding allowances, tools/supplies/hardware/equipment, insurance, meals, room/board fee, travel, study abroad fees, retreats, externships/internships/practicums, residencies, licensing fees, membership fees, social events/clubs, exam sitting fees, professional certification fees, publishing fees, library fines, withdrawl/drop fees, vendor fees, optional parking fees, etc. All fee payments are at the discretion of the Learning Together Program and may change without notice.

\_\_\_\_\_  
 School Official Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Federal Tax ID (FEIN) #

\_\_\_\_\_  
 Email Address: