



Date: 1/20/2021

Name: Escandon, Phillip

Dear ESP Participant,

Submit the attached voucher to your RTX Approved Educational Institution / Certification Vendor at the time you are registering for classes to initiate the direct bill process, whereby the educational institution invoices RTX for the cost of the following class related expenses:

- Tuition
- Required reading materials including: textbooks, newspapers, case studies, or magazines
- Proctor fees
- Lab fees

**Repayment:** If I voluntarily terminate employment or am terminated for cause within 24 months of completing my most recent class/subject/degree/certificate/certification or MOOC under the RTX Employee Scholar Program, I agree to repay ESP costs to the company as follows:

- If my termination date is within 12 months of my most recent completion date, I agree to repay the company 100% of all RTX ESP costs incurred in the last 12 months prior to my termination date; or alternatively,
- If my termination date is more than 12 months following, but within 24 months of, my most recent completion date, I agree to repay the company 50% of all RTX ESP costs incurred in the last 24 months prior to my termination date.

**Class/subject changes:** If the class/subject specified on the voucher is unavailable, please return the original voucher to the RTX ESP & External Learning Center with "cancel" written across the front of the voucher. The class/subjected will be cancelled from your ESP Registration.

**Deadline to submit evidence of class/subject completion:** You must submit your grade report in the ESP System within 45 days of completing the class/subject. It is your responsibility to submit evidence of your class/subject completion. Failure to submit your grades (or equivalent proof of successful completion) within 45 days of class end date will result in suspension of benefits. You will be responsible for reimbursing RTX for any costs paid for classes with an unsatisfactory grade.

**Release of information:** By participating in ESP, you agree to waive any rights you have of non-disclosure and to release the educational institution from the disclosure restrictions under the Family Educational Rights and Privacy Act (FERPA) of educational and financial records, including grades and transcripts.

### **Instructions to the Registrar or Enrollment Administrator:**

Please enroll the applicant named in the attached voucher in the class/subject indicated. The RTX Employee Scholar Program (ESP) does not cover all fees. **The voucher does not authorize the payment of meals, lodging, travel, transportation, parking, mileage, late payment fees, preparatory courses for entrance exams or reusable materials (laptops, computers, software, etc.)**

1. Submit the attached voucher with a detailed invoice to RTX for payment **after the drop/add period and no more than 90 days after the class/subject end date.**
2. Detailed invoice must include:
  - Breakdown of total charges
  - School/Vendor contact information & email address
  - Class/subject name
  - Invoice Number and Date
  - Student Name
  - Line item displaying any reduction provided to the student (i.e. scholarship, grant, or other benefit)
  - Degree Type/Program/Certification (n/a for non-credit classes)
  - Semester and Year
  - Class syllabus showing required textbooks (if textbooks are part of the invoice)

**Complete invoice submissions will be paid within 30 business days of receipt. Incomplete and/or illegible submissions will be returned to the educational institution resulting in a delay.**

**RTX provides payment for authorized classes up to the established ESP Maximum Annual Limits listed on the attached voucher.** These amounts reflect all payments processed through the voucher date. The amount remaining may be reduced if additional payments are processed between the voucher date and the date the student provides the voucher to you. Any costs above the indicated limit amount remaining at the time of payment processing will not be covered by RTX. It is the responsibility of the educational institution to invoice the student for the unpaid balance.

### **Submit invoices to:**

RTX ESP and External Learning Center

Email: [rtxmyeducation@brighthorizons.com](mailto:rtxmyeducation@brighthorizons.com)

Phone: 866-683-2325



## VOUCHER

### ESP Direct Bill – Tuition & Class Related Fees

Voucher Number	146849-05
Employee ID	00000252342
Employee Name	Escandon, Phillip
Business Unit	HS

Educational Institution	Boston University
Degree Program	Master
Maximum Annual Limit Amount Remaining	25000.00

Voucher Date (MM/DD/YYYY)	1/20/2021
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Class/Subject Number	METCS544 01
Class/Subject Name	Foundations of Analytics with R
Credits	4
Start Date	1/19/2021
End Date	3/4/2021
Tuition	1960.00
Fees	60.00
Total Voucher Amount	2020.00

#### Educational Institution Instructions:

Submit this voucher with a detailed invoice to RTX for payment within **90 days of the expense date.**