



ESP Direct Bill – Tuition & Class Related Fees

Date: 3/2/2020

Name: Escandon, Phillip

Dear ESP Participant,

Submit the attached voucher to your UTC Approved Educational Institution at the time you are registering for classes to initiate the direct bill process, whereby the educational institution invoices UTC 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 the most recent class/subject or degree I am registered for, I agree to repay to the company as follows:

- 100% repayment of all ESP costs incurred for classes/subjects starting on or after January 1, 2019 for termination within 12 months of completing most recent class/subject or degree; or
- 50% repayment of all ESP costs incurred for classes/subjects starting on or after January 1, 2019 for termination within 24 months of completing most recent class/subject or degree.

Class/subject changes: If the class/subject specified on the voucher is unavailable, please return the original voucher to the UTC Learning Support 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 UTC 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.



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Instructions to the Registrar or Enrollment Administrator:

Please enroll the applicant named in the attached voucher in the class/subject indicated. The UTC 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, certification exams or reusable materials (laptops, computers, software, etc.)**

1. Submit the attached voucher with a detailed invoice to UTC 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 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 and Program
 - 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.

UTC provides payment for authorized classes up to the established ESP Annual and Total Degree 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 amounts remaining at the time of payment processing will not be covered by UTC. It is the responsibility of the educational institution to invoice the student for the unpaid balance.

Submit invoices to:

UTC ESP and External Learning Center

Email: utcmyeducation@brighthorizons.com

Phone: 866-683-2325



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VOUCHER

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Voucher Number	146849-02
Employee ID	00000252342
Employee Name	Escandon, Phillip
Business Unit	HS
Educational Institution	Boston University
Degree Program	Master
Annual Limit Amount Remaining	25000.00
Total Degree Limit Amount Remaining	65000.00
Voucher Date (MM/DD/YYYY)	3/2/2020
Class/Subject Number	CS526
Class/Subject Name	Data Structures and Algorithms
Credits	4.00
Start Date	3/17/2020
End Date	5/4/2020
Tuition	1920.00
Fees	60.00
Total Voucher Amount	1980.00

Educational Institution Instructions:

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