Dear LTP Participant,

Thank you for choosing to further your education! This is your official voucher which 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.

Before providing this voucher to your school, please read all LTP program requirements carefully. Failure to comply with all program requirements, policies and/or procedures may require participant repayment. Full LTP requirements can be found in the LTP Policy document here: http://catalog.web.boeing.com/record=b1981221~S22

BILLING
This voucher authorizes payment for eligible tuition and fees for the course identified on page 3. Payment for ineligible courses or expenses is the responsibility of the employee. Payment arrangements for ineligible expenses should be made directly with the school. Participants are responsible for requesting an itemized breakdown of expenses, to ensure proper billing of tuition and eligible expenses.

CORRECTIONS
This voucher may only be used for the course and school indicated on the voucher. If at the time of registration you are unable to enroll for the course indicated on this voucher, you must create a new voucher for the substitute course. Go to the LTP enrollment via TotalAccess and cancel any course in which you are unable to enroll. Add the new course to your enrollment to generate a new voucher and submit updated voucher to your school.

REIMBURSEMENTS
LTP participants may request reimbursement for eligible out of pocket expenses. Required books and/or software are reimbursed up to a maximum of $150 per course (less applicable taxes) 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 TotalAccess. Click ‘Add’, ‘Expense Reimbursement Request’ to add an expenses reimbursement request to your enrollment. 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. Failure to submit grades within 45 days of the course end date or not meeting the minimum grade requirement (C-) will result in participant repayment of tuition and fees paid by LTP. Refunds will not be provided once deductions have taken place. To submit a grade document or certificate of completion, navigate to the LTP system and select ‘Submit My Grade’ from the left navigation pane. Penalties for dropped courses are the employee’s responsibility and must be worked directly with the school.

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 TotalAccess, Learning Together Program to stay current with tax laws affecting your tuition benefit. Taxes withheld will be reported on your W-2.
Date: 8/21/2019

Employee Name: ARROWAY, ELEANOR ANN

BEMSID: 9999999

Student Number: Massachusetts Institute of Technology

School:

Billing Address: Boeing Learning Together Program (LTP)
PO Box 99639
Troy, MI 48099-9639

Refund Address: Boeing Learning Together Program (LTP)
PO Box 99639
Troy, MI 48099-9639

Email: BoeingLTP@gpstrategies.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 3 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.
- **Eligible** fees for payment by LTP include, but are not limited to: application, registration, matriculation, technology, some lab fees, and required graduation fees.
- **Ineligible** expenses for payment by LTP include, but are not limited to: amounts over funding allowances, drop/add fees, deferral, late fees, room and board fees, parking, tools/supplies, shipping, transportation, meals, lodging, social events, laptops, hardware, equipment, recreation, and retreats.
- 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:

  Boeing Learning Together Program (LTP)
  PO Box 99639
  Troy, MI 48099-9639

  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@gpstrategies.com.

- Please complete the information at the bottom of page 3 and mail with the itemized invoice to the billing address provided on pages 2 and 3, or email to BoeingLTP@gpstrategies.com or fax to 866-649-0515.

Thank you for your cooperation.

Regards,
Boeing Learning Together Program Service Center
<table>
<thead>
<tr>
<th>Voucher ID</th>
<th>Course Name</th>
<th>Credits/CEUs</th>
<th>Course Dates</th>
<th>Pre-Authorized Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>999999-99</td>
<td>SysEngxB1 ARCHITECTURE OF COMPLEX SYSTEMS</td>
<td>2.5</td>
<td>09/30/2019 - 11/04/2019</td>
<td>750.00 USD</td>
</tr>
</tbody>
</table>

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 over funding allowances, dropped courses, laptops/computers, parking, transportation, meals, lodging, late fees, recreation, etc. Payment arrangements should be made directly with the student to ensure proper billing of ineligible tuition and expenses.