



# BOEING LEARNING TOGETHER ENROLLMENT FORM

- Complete this form and send all copies to the [Boeing Learning Together Program](#) office at your location  **New**
- Advance** (must be submitted at least 4 weeks prior to course start date)  **Reimbursement** (tax form required)
- INCOMPLETE FORMS WILL BE RETURNED.**  **Current**
- Submit your original grade card within 8 weeks of the course completion.
- Include registration form and receipts substantiating the billed fees.

THIS REQUEST COVERS STUDIES WHICH ARE PART OF: (check one)

- INDIVIDUAL COURSE** (tax form required)  **CERTIFICATE**  **ASSOCIATE DEGREE**  **BACHELOR DEGREE**  **MASTER DEGREE**  **DOCTORATE**

(Type or Print Clearly)

LAST NAME		FIRST NAME		M.I.	BUDGET/DEPARTMENT		WORK PHONE		MAIL CODE
SOC. SEC. NO./EMPLOYEE NO.		SCHOOL ATTENDING			DEGREE SOUGHT _____			CERTIFICATE TITLE	
					MAJOR _____				
COURSE NO. (i.e., MATH 101)	COURSE TITLE	GRADE (upon completion)	#OF		COURSE DATES		LIST TUITION COSTS, FEES & REQUIRED BOOKS & SOFTWARE		
			Credits	CEU's	START (Mo., Day, Year)	END (Mo., Day, Year)			

Are you receiving any state or federal assistance in the form of VA benefits, educational grants, scholarships, etc.?

- Yes  No (Indicate organization and amount received this term)

ORGANIZATION

AMOUNT

Have you received an official layoff notice?

- Yes, Date: \_\_\_\_\_  No

Hours per week you will work at Boeing this term? \_\_\_\_\_

- Are you graduating this term?  Yes  No

Management Acknowledgment

X

(Printed Name and Signature)

Date

Work Phone Number

Approved:

- Yes  No

Tax Status:

- Taxable  Non-taxable

Learning Together Program Advisor

Date

## EMPLOYEE'S REIMBURSEMENT RESPONSIBILITIES AND OBLIGATIONS

You are encouraged to carefully read the following before signing below. Please call the [Boeing Learning Together](#) office with any questions.

I, \_\_\_\_\_, understand and acknowledge that by signing this enrollment form I am requesting that The Boeing Company ("Boeing") provide funds to me to be used exclusively for tuition for the courses identified above. Further, I understand and agree that I shall owe and be legally obligated to reimburse Boeing for all tuition costs paid by Boeing on my behalf should any of the following events occur:

- For each course I fail to attain a minimum grade of C-, a letter of satisfactory completion, or a "pass" for courses not graded; or
- I fail to submit a grade report, a letter of completion or a certificate of completion to the [Boeing Learning Together](#) office within eight (8) weeks of course completion; or
- I drop or otherwise do not successfully complete the course following enrollment unless withdrawal from the course is caused by a company action, other than a termination for cause, over which I have no control (documentation will be required from my manager); or
- I fail to maintain eligibility for tuition assistance by not remaining on the active payroll through the date listed by the institution's catalog as the closing date of the term.

I understand and agree that should any of the above events occur, I shall owe to Boeing the total amount of tuition, less any amount refunded by the institution, and shall, upon demand from Boeing, repay the entire amount to Boeing within seven (7) business days of the demand.

In the event I am unable to repay the entire amount of my debt I hereby authorize Boeing, in its sole discretion, to withhold from my wages or any other sums due me, an amount equal to the total amount of tuition costs I owe. If a payroll deduction is started for me I understand it is irreversible and nonrefundable.

**NOTE FOR CALIFORNIA EMPLOYEES:** I agree to acknowledge my debt and authorize these payroll deductions by signing a promissory note once my debt has accrued as a result of the occurrence of any one of the conditions set forth above.

I authorize the above educational institution to release to Boeing information pertaining to my participation in the above mentioned course(s).

I have fully read and understand the above and by signing consent to its content.

X

EMPLOYEE SIGNATURE

DATE

## INSTRUCTIONS FOR COMPLETING THE BOEING LEARNING TOGETHER ENROLLMENT FORM

This form is to be used by Boeing employees who wish to participate in the Learning Together Program. To initially apply for one of the programs complete this form and a Tax Form ([F7 1000 0005](#)), obtaining appropriate signatures on both. An enrollment form (only) is required for each successive term. **Note: Tax forms are required for all individual course enrollments.**

### **Grade Reports:**

It is the employee's responsibility to provide original grade reports, transcripts or proof of successful completion of courses within 8 weeks of course completion. For all courses, the employee must achieve a grade of "C-" or higher for each course completed, or achieve a "pass" for courses which are offered on a pass-fail basis. Courses receiving an "Incomplete (I)" will be reimbursed if the course requirements are met within 12 months of the original start date. For a graduate research project or thesis completions, the employee must present a document from the graduate advisor or instructor describing the nature of the progress and verifying that the progress is satisfactory.

**Note:** Required books (with receipts) will be paid each term of satisfactory progress towards thesis preparation.

### **Course Withdrawal:**

Provide a copy of the school's add/drop form. A new enrollment form **must** be submitted if adding a course but not dropping or substituting a course.

### **Payroll Deductions:**

If you do not receive a satisfactory grade (C- or better) or terminate, except for layoff; or withdraw from a class that results in a loss of tuition prepaid by The Boeing Company, a payroll deduction will be submitted for the tuition, fees and books that are prepaid.

### **Current Participant:**

To be considered a current participant you must complete at least one course per year.

For more information refer to the [Learning Together Program guidelines](#) or contact your local [Learning Together Program](#) office.