

Application for Academic Assistance

Board of Governors
of the Federal Reserve System
Management Division, Human Resources

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Instructions: Please print or type. Complete and return this request to HRIR (Mail Stop 146) along with: (1) course description(s) for the course(s) listed below, (2) and tuition and fee documentation.

Note: Payments for completed forms and receipts received on or after December 1 will be processed during the following year (and will count toward the limits for the following year). Incomplete forms will not be processed for payment.

Name (last, first, mi) Boenigk, Rachel E		Mail Stop 155-c	Extension 2529	Check one: <input checked="" type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee (if part-time, hours per week) <input type="checkbox"/> Temporary employee	
Division Office of Financial Stability and Policy Research		Employee ID Number	Hire Date (mm/dd/yy) 09/10/12		
Position Title Research Assistant					
School or Institution George Washington University			School or Institution Location Washington, D.C.		
Course No.	Course Title	Credit Hours	Start/End Dates (mm/dd/yy)	Class Hour/Days	Cost of Course
MATH 1232	Single Variable Calculus II	3	Start Date 01/14/2013 End Date 05/08/2013	MW 8-9:15	\$3,816.00
			Start Date End Date		
			Start Date End Date		
			Start Date End Date		
Lab Fee	Registration Fee	Technology Fee	Other Fee (specify) \$4.50 Student Fee	Grand Total (tuition and fees) \$3,820.50	

To be completed by Applicant: Is course(s) being taken for credit toward a degree program in which you are currently enrolled? ☐ Yes ☒ No

If yes, please indicate degree: ☐ Associates ☐ Undergraduate ☐ Masters ☐ Ph.D. ☐ J.D.

Major N/A Estimated degree completion date _____

Degree Type (i.e., Bus. Admin., Masters of Arts) N/A

If no, please specify Taking as a pre-requisite for a PhD program in Economics

Certificate/Certification Program N/A Estimated completion date _____

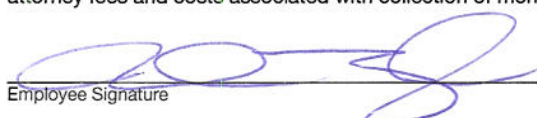
Please indicate any prior degree(s): ☐ Associates ☒ Undergraduate ☒ Masters ☐ Ph.D. ☐ J.D.

Other (specify) MPSA, BA

and Major Public Policy, History/Political Science

Please indicate other assistance received: ☐ Veteran ☐ Scholarship ☐ Other (specify) _____

I have read and understand the Board's Academic Assistance policy and agree to be held accountable to the terms of the Plan (obtain copy of policy from HR or your Division Administrator). Acceptance of academic assistance authorizes the Board to initiate payroll deductions to collect amounts due from the employee under this plan. In addition, the Board may take legal action to collect any monies due and the employee will be responsible for any attorney fees and costs associated with collection of monies owed to the Board under the Plan.

Employee Signature  Date 01/30/2013

**Application for
Academic Assistance—continued**

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To be completed by Manager/Supervisor: How will this degree/course relate to the employee's current job requirements and/or career development?

The course will help Rachel in the work done for our office by improving her ability to understand and contribute to our research projects. This course will also help prepare Rachel for graduate school, which is where she hopes to go after her time at the Board.

How will this degree/course align with your division's long-term strategic objectives?

This course will allow Rachel to better assist in our research and improve the quality of the ultimate product we produce. In addition, one of our long-term strategic objectives is to attract top quality staff, including research assistants. The top research assistants usually have an interest in going on to graduate school, and it is in our best interest to help them to prepare for and get into the best schools so that we can attract top research assistants in the future.

The applicant has a rating of "commendable" or above on his/her most recent annual or interim Performance Management Program (PMP) review (if the employee was employed at the Board during the last PMP review):

- ☐ Yes
☐ No (Not eligible to participate in the Academic Assistance Program). Do not forward form to HRIR for processing.
☒ N/A (Employee has not been at the Board long enough to have had an annual or interim PMP rating)


Manager/Supervisor Signature


Date

FOR OFFICE USE ONLY

New Participant in Academic Assistance Program: ☐ Yes

☐ No

Cost Center: **83011**

Accounting Classification: **88811**

Pay Period Paid: _____

Tax Status: ☐ AAT _____

☐ AAN _____

☐ NAT _____

☐ NAN _____

HRIR Approval _____

Date _____

OD&L Approval _____

Date _____