ATHLETIC GRANT-IN-AID INSTRUCTIONS

BALL STATE UNIVERSITY

These instructions explain how to use your Athletic Grant-In-Aid funds during the 2016-2017 academic year. Please refer to your Athletic Grant-In-Aid Award Agreement to determine which expenses will be covered by your Athletic Grant. This award is made for one year, and may be renewed upon the recommendation of the coach and athletic director. You must report, in advance, to your coach and the Office of Financial Aid and Scholarships any outside financial aid you receive. You must be enrolled as a full-time student (12 hours) in order to receive the Athletic Grant.

TUITION/FEES Prior to the start of each semester, the Bursar will notify you by e-mail that you can view your billing statement online. You should review your Bursar account (e-Bill) each month to make sure your account is paid in full. If your Athletic Grant includes an amount to be used for the payment of tuition and fees, the deduction will be made automatically on your statement of account. THIS AWARD MAY NOT BE USED FOR OVERLOADS OR OTHER SPECIAL FEES, UNLESS APPROVED BY THE DIRECTOR OF INTERCOLLEGIATE ATHLETICS.

ROOM AND/OR BOARD A room only unit award is worth $2,235 per semester and a board only unit award is worth $2,887 per semester. The amounts are based on the standard 21 meal double room rate. The procedure to be followed depends on whether you live in a University Residence Hall or other housing.

A. University Residence Hall: Billing for room and board charges is on a semester basis. The standard 21 meal double room rate is $10,364 for the academic year ($5,182 per semester). The amount of your award will be deducted from your statement of account. The Grant will cover up to the standard 21 meal double room rate. If you choose to live in a special type of room, you must pay the difference between the special charge and the standard charge. Also, if you chose the premium plan during the past year, your standard rate will be $10,073 for the academic year ($5,036 per semester). If you are on a full room and board grant, the residence hall technology fee will be paid by your award.

B. Off-Campus Housing: If you live off-campus, a check for your first month’s room and board award (less any outstanding university charges) will be directly deposited to your bank account (if you have signed up for direct deposit) or mailed to your local address by the first day of classes each semester. You will receive monthly checks for the remainder of each semester. The checks will be released on September 15th, October 14th and November 15th during the Fall semester and February 15th, March 15th and April 14th during the Spring semester. You can sign up for direct deposit at www.bsu.edu/accountingoffice. Please keep your local address current with the University. You can update your address at My.BSU.edu by clicking on the “Self Service” tab. Then go to the “Personal Information” section.
C. **University Apartments**: University Apartment rent is billed monthly. Usually your first two month’s rent for each semester will be paid by your room and board award. You will receive monthly checks for the remainder of your room and board award for the semester. These checks will be mailed to your university address or directly deposited to your bank account (if you signed up for direct deposit). The checks will be released on August 19th, September 15th, October 14th and November 15th during the Fall semester and January 6th, February 15th, March 15th, and April 14th during the Spring semester. It will be your responsibility to make the remaining rent payments each semester.

**DOLLAR AWARDS** If you receive an Athletic Grant-In-Aid dollar award (e.g., $500 per semester), this award will be applied to your account in the following manner: first to tuition and fees, then to room and board charges. A check for any funds remaining after all charges have been paid will be direct deposited or mailed the first day of the semester.

**COST OF ATTENDANCE AWARDS** The NCAA passed legislation in 2015 that allows student-athletes to receive additional money to help with their cost of attendance. Athletes who receive a full athletic grant-in-aid (tuition, room, board and books) will receive a monthly stipend of $375 (a total of $3000) for the academic year. Checks will be issued on September 1st, October 1st, November 1st and December 1st in the fall term and February 1st, March 1st, April 1st and May 1st in the spring term.

Student-athletes who receive an equivalency, dollar or unit award will receive that percentage of $3000 for the year. For example, if you are receive a 25% grant you would receive 25% of $3000 or $750 for the year. Depending upon the total amount of aid awarded, the cost of attendance award will either be distributed monthly (on the same schedule listed for full grant recipients) or awarded at the beginning of the semester. If you receive the Cost of Attendance Award on your first bill for the semester that means you will not receive a monthly check.

**BOOK LOAN** If your award includes a Book Loan, arrangements will be made for you to obtain your books at the Ball State Bookstore (Barnes and Noble in the AJ Building). The Book Loan Policies and Procedures Link (under the “Aid for Athletes” link at www.bsu.edu/finaid) explains the procedures.

**STUDENT EMPLOYMENT** NCAA regulations allow you to work while receiving athletic aid. If you are interested in working during the season of your sport, it would be appropriate to discuss this with your coach.

If you are interested in obtaining on campus employment, you should contact the Career Center-Student Employment in Lucina Hall, Room 220 to receive a referral for an interview.

If you have obtained an off-campus position, you **must** complete the “employment request for” and “employer participation form” which is available on line at www.ballstatesports.com/athleticdepartment/compliance. Completed forms and questions should be directed to the Deputy Athletic Director for Internal Affairs, Compliance and Operations, HP 148C.

If you have any questions regarding your Athletic Grant-in-Aid, contact J. David Mathews, Senior Assistant Director, Financial Aid and Scholarships, Lucina Hall, Room 245. Telephone (765) 285-8921 (direct) or (765) 285-5600 or (800) 227-4017. (Financial Aid and Scholarships)