

## ATHLETIC GRANT-IN-AID INSTRUCTIONS

### BALL STATE UNIVERSITY

These instructions explain how to use your Athletic Grant-In-Aid funds during the 2012-2013 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 Scholarships and Financial Aid 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 \$1,995.75 per semester and a board only unit award is worth \$2,439.25 per semester; \$1,902 and \$2,455 if you are on the premium plan. **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 \$8,990 for the academic year (\$4,495 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 \$8,714 for the academic year (\$4,357 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 mailed to your local address, or directly deposited to your bank account (if you have signed up for direct deposit) 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 17<sup>th</sup>, October 17<sup>th</sup> and November 17<sup>th</sup> during the Fall semester and February 11<sup>th</sup>, March 11<sup>th</sup> and April 11<sup>th</sup> during the Spring semester. **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 17<sup>th</sup>, September 17<sup>th</sup>, October 17<sup>th</sup> and November 17<sup>th</sup> during the Fall semester and January 11<sup>th</sup>, February 11<sup>th</sup>, March 11<sup>th</sup>, and April 11<sup>th</sup> 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 mailed, or deposited the first day of the semester.

**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 enclosed instruction sheet 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 form" and "employer participation form" which is available on line at [www.ballstatesports.com/athleticdepartment/compliance](http://www.ballstatesports.com/athleticdepartment/compliance). Completed forms and questions should be directed to the Coordinator of Athletic Compliance in HP 033.

If you have any questions regarding your Athletic Grant, contact J. David Mathews, Assistant Director, Scholarships and Financial Aid, Lucina Hall, Room 245. Telephone (765) 285-8921 or if Indiana resident: Telephone (765) 285-5600 or 1-800-227-4017 to access the telephone voice response system.