Student Request for Air Conditioner
Ball State University

Student Affairs
Housing and Residence Life
765-285-8000 Voice 765-285-2208 TDD

While some residence halls offer central air conditioning (Baker/Klipple, Palmer/Davidson, Painter/Whitcraft, Park, DeHority, Kinghorn), the Office of Housing and Residence Life understands that some students with medical needs may require air conditioning in buildings without central air. For this reason, students with written authorization from the Office of Housing and Residence Life may rent air conditioners for their residence hall rooms. (Sorry, air conditioning units cannot be installed in Elliott Hall's casement windows.)

Yearly Rental Fee: $125, which includes installation charges, billed to student's Bursar's account.

Requesting an air conditioner is a three-step process:

Step One: Student completes this form.

Step Two: Student takes enclosed Medical Verification Form to his/her appropriate licensed health care professional to complete. (Sorry, a prescription from the physician will not be accepted and a physician must complete the form in its entirety. Please use the Medical Verification Form.)

Step Three: Student mails or faxes the completed Student Request Form AND completed Medical Verification Form from a licensed physician to the following address:

Director
Ball State University Housing and Residence Life
LA N-10
Muncie, IN 47306
FAX 765-285-3743

As part of the accommodation process, you may be interviewed. Remember, a request for an accommodation will not be considered without current medical verification of the medical condition and necessity of requested accommodations.

Please print or type:

Student Name: _____
(First) (Middle) (Last)

BSU ID Number: _____

Street Address, City, State, ZIP: _____

Telephone: _____

Specify the nature of your medical condition: _____

_____

Please explain why you require an air conditioner: _____

_____

_____ _____

Student's Signature Today's Date

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