



BALL STATE UNIVERSITY

ATHLETIC GRANT-IN-AID INSTRUCTIONS BALL STATE UNIVERSITY

These instructions explain how to use your Athletic Grant-In-Aid funds during the 2025-26 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, Student Financial Services will notify you by e-mail that you can view your billing statement online. You should review your Student Financial Services 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: The room and board amount is **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 \$12,030 for the academic year (\$6,015 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.* 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 then receive monthly checks for the remainder of each semester. You should receive those checks by the 1st of each month. (September, October, November, December in the fall and February, March, April, May in the spring). **You can sign up for direct deposit at**

<https://www.bsu.edu/about/administrativeoffices/accounts-payable/signup>.

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 Apartment: 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). You should receive the check by the 1st of each month (September, October, November, December in the fall and February, March, April, May in the spring). 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. Any credit balances will be refunded to you as a direct deposited or paper check by 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).

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 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 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 <http://sso.armssoftware.com/>.

If you have any questions regarding your Athletic Grant-In-Aid, contact:

Andrew Whitted
Associate Director of Scholarships
Office of Financial Aid and Scholarships
Telephone (765) 285-2222 or (800) 227-4017