Student Request for Window Air Conditioner
The Indiana Academy
Wagoner Halls

Some students with medical needs may require air conditioning. For this reason, students with written authorization from the Office of Housing and Residence Life may rent air conditioners for their residence hall rooms from Ball State University. Only air conditioners rented from Ball State University are permitted.

Yearly Rental Fee: $150.00, 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 the 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.

Step Three: Mail, fax, or email the completed Student Request Form and Medical Verification Form to the following address:

Mail: Indiana Academy
301 N Talley Ave
Muncie, IN 47303
Attn: Anna Sammelson

Email: acsammelson@bsu.edu
Fax: 765-285-2778
Phone: 765-285-8125

As part of the accommodation process, you may be interviewed. Remember, a request for an accommodation will not be considered without the official "Student Request for Air Conditioner" **and** "Medical Verification for Air Conditioner/Physician's Statement"

Please print or type:

Student Name: _____ _____ _____
First Middle Last

_____ _____ _____ _____
Street Address City State Zip

Telephone _____

Specify the nature of your medical condition: _____

Explain why you require an air conditioner: _____

_____

_____ _____
Student's Signature Date