

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

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.)

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

**Fax: 765-285-2778**

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”

Student Name: \_\_\_\_\_

First Middle Last

Street Address	City	State	Zip
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Telephone \_\_\_\_\_

Specify the nature of your medical condition: \_\_\_\_\_

Explain why you require an air conditioner: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Student's Signature

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Date