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 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.

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Step One: Student completes this form.

Student's Signature

Requesting an air conditioner is a three-step process:

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" <a href="mailto:and-underline-notation-nota

Student Name:	First	Mid	Middle		
Street Address		City	State	Zip	
Telephone					
Specify the nature of yo	our medical cond	ition:			
Explain why you requir	re an air condition	ner:			

Date