INSTRUCTIONS FOR SPENDING BU ACADEMY BOOK AND INCIDENTALS GRANTS

BOOK GRANT

Funds may only be applied toward course books and classroom supplies (e.g. calculators)

Families are welcome to buy their course books from a number of vendors. Please be aware that reimbursement instructions differ based on the vendor used.

OPTION 1 Purchase through Barnes & Noble @ Boston University (http://bu.bncollege.com)

New, used, and electronic copies are available for purchase and for rent at the Barnes & Noble in Kenmore Square. BU Academy course books are grouped together online by selecting ‘BUA’ in the department dropdown list and on the 5th floor of the BU bookstore. Please be aware that Barnes & Noble @ Boston University does not stock course books more than one month in advance of the next semester.

Your family needn’t pay out-of-pocket for Barnes & Noble @ Boston University unless your total purchase exceeds the grant amount outlined in your financial aid letter. You should note your student’s UID number in the gift certificate field or when paying at the register in order to access your book grant funds.

OPTION 2 Purchase through a third-party vendor (e.g. amazon.com, half.com)

Please be mindful that you are ordering the correct edition when using a third-party vendor. When possible, use the ISBN to search for each book.

Payment will need to be made at the time of purchase, but your family will be reimbursed up to the amount outlined in your financial aid letter. Proof of payment will need to be provided and purchases paid for with gift cards are not reimbursable.

INCIDENTALS GRANT

Funds may only be applied toward student club/activity fees as well as general school-related expenses

INTRA-BUA EXPENSES Student club/activity fees, dance tickets, MBTA passes

Families do not need to write checks or pay-out-of-pocket for those items that are paid directly to the Academy (excluding Terrier Card Conveniences Points). In those cases, families should notify the event organizer or Rita Freda, BUA’s Administrative Coordinator, (rffreda@bu.edu) so that the expense can be applied to your family’s incidental billing account.

NON-BUA EXPENSES Terrier Card Conveniences Points, computer equipment, school supplies

For all other expenditures qualifying for reimbursement from the Incidents Grant, please submit proof of payment (e.g. a credit card statement, cancelled check, or original cash receipt) to Rita Freda in the Business Office. Unfortunately purchases paid for with gift cards are not reimbursable.

BUA FINE PRINT

- Receipts must be submitted to Rita Freda in the BUA Business Office no later than May 1, in order to receive a reimbursement check for that school year; electronic copies are preferred and no additional forms or paperwork are necessary
- Purchases paid for with gift cards are not reimbursable
- Book and incidental grants do not rollover from year to year and your family will not receive a check for any remaining balance at the end of the school year; in other words, “use it or lose it”
- Book and incidental grants are awarded per year, not per semester
- Items purchased with your book and incidental grants do not need to be returned to BUA

as of 6/15/17