

# INSTRUCTIONS FOR SPENDING BU ACADEMY BOOK AND INCIDENTALS GRANTS

<b>BOOK GRANT</b>	FUNDS MAY ONLY BE APPLIED TOWARD COURSE BOOKS AND CLASSROOM SUPPLIES (E.G. CALCULATORS)
<p>BUA 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.</p> <p><b>OPTION 1 Purchase through Barnes &amp; Noble @ Boston University (in Kenmore Square or online at <a href="http://bu.bncollege.com">http://bu.bncollege.com</a>)</b>  <i>Your family needn't pay out-of-pocket for Barnes &amp; Noble @ Boston University in-person and online purchases unless your total exceeds the grant amount outlined in your financial aid letter. All purchases will be charged directly to your family's book award if you reference your student's UID at the time of checkout. For online purchases, a student's UID number should be entered into the gift certificate field and 'BUA' should be entered in the PIN field.</i></p> <p>New, used, and electronic copies are available for purchase and/or for rent through Barnes &amp; Noble @ Boston University. BUA course books are grouped together on the 5<sup>th</sup> floor of the BU bookstore or by selecting 'BUA' in the department dropdown list. Please be aware that Barnes &amp; Noble @ Boston University does not stock course books more than one month in advance of the next semester.</p> <p><i>NOTE: Please let us know if your student's UID number is not recognized and you are prompted to pay. You should also notify the manager on duty if this happens at the Kenmore Square Barnes &amp; Noble.</i></p> <p><b>OPTION 2 Purchase through a third-party vendor (e.g. amazon.com, half.com)</b>  <i>Unlike OPTION 1, you will have to pay out-of-pocket at the time of purchase with OPTION 2, but will be reimbursed up to the amount outlined in your financial aid letter by submitting proof of payment to the Business Office. Please be aware that purchases paid for with gift cards are not reimbursable per BU's policy.</i></p> <p>When purchasing from a third-party vendor, where possible use the ISBN to search for each book to ensure that you are ordering the correct edition.</p>	

<b>INCIDENTALS GRANT</b>	FUNDS MAY ONLY BE APPLIED TOWARD STUDENT CLUB /ACTIVITY FEES AS WELL AS GENERAL SCHOOL- RELATED EXPENSES
<p><b><u>INTRA-BUA EXPENSES</u></b> student club/activity fees, dance tickets, MBTA passes, Terrier Card Convenience Points</p> <p>Families do not need to write checks or pay-out-of-pocket for those items that are paid directly to BUA. In such instances, your family should notify the event organizer (by email or via the online permission slip) or Rita Freda, BUA's Administrative Coordinator, (<a href="mailto:rffreda@bu.edu">rffreda@bu.edu</a>) so that the expense can be applied directly against your family's incidental grant balance.</p> <p>Any expenses and corresponding credits incurred from using your family's incidentals award will appear on your family's Smart Tuition account statement.</p> <p><b><u>NON-BUA EXPENSES</u></b> computer equipment, school supplies</p> <p>For other items qualifying for reimbursement from the incidentals grant such as school supplies, tablets and computer equipment, calculators, etc., please submit proof of payment (e.g. a credit card statement, a <i>cancelled check</i>, or an original cash receipt) to Rita Freda at <a href="mailto:rffreda@bu.edu">rffreda@bu.edu</a>. Purchases paid for with gift cards are not reimbursable.</p>	

## 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*