

INSTRUCTIONS FOR SPENDING BU ACADEMY BOOK AND INCIDENTALS GRANTS

BOOK GRANT	FUNDS MAY BE APPLIED TOWARD COURSE BOOKS AND CLASSROOM SUPPLIES (E.G. CALCULATORS, BINDERS)
<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>OPTION 1 Purchase through Barnes & Noble @ Boston University (located at 910 Commonwealth Avenue or online at http://bu.bncollege.com)</p> <p><i>Your family needn't pay out-of-pocket for Barnes & 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, select 'Special Programs' as your payment type and then enter the student's first and last name in the "Name on Account" field and the student's UID number without the U (e.g. U12345678 would be entered as 12345678) in the "Student ID field".</i></p> <p>New, used, and electronic copies are available for purchase and/or for rent through Barnes & Noble @ Boston University. BUA course books are grouped together at the BU bookstore or by selecting 'BUA' in the department dropdown list. Please be aware that Barnes & Noble @ Boston University does not stock course books more than one month in advance of the next semester.</p> <p><i>NOTE: Please let the BUA Business Office 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 Barnes & Noble store at 910 Commonwealth Avenue.</i></p> <p>OPTION 2 Purchase through a third-party vendor (e.g. amazon.com, half.com)</p> <p>If choosing this option, be sure use the ISBN to search for each book to ensure that you are ordering the correct edition.</p> <p><i>Your family will have to pay out-of-pocket at the time of purchase with OPTION 2, but you can be reimbursed up to the amount outlined in your financial aid letter. Please submit proof of payment (e.g. a credit card statement, a cancelled check, or an original cash receipt) to Rita Freda at rffreda@bu.edu. <u>Purchases paid for with gift cards are not reimbursable per BU policy.</u></i></p>	
INCIDENTALS GRANT	FUNDS MAY BE APPLIED TOWARD STUDENT CLUB AND ACTIVITY FEES AS WELL AS GENERAL SCHOOL- RELATED EXPENSES
<p><u>INTRA-BUA EXPENSES</u> student club/activity fees, dance tickets, 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 the school. All expenses will be charged to your family's Smart Tuition account and then BUA will automatically apply a credit from your family's incidentals award. Families wishing to access incidental grant funds for the purchase of Convenience Points should log into Smart Tuition, click on 'Purchase Optional items' from the top navigation bar, and then select Convenience Points (Incidentals Grant) from the "Billing Item" list and "Mail-in Payment Information" as the payment method. An offsetting credit will be applied to your account once the BUA Business Office has verified that you have the necessary funds remaining.</p> <p><u>NON-BUA EXPENSES</u> computer equipment, other expenses related to student clubs/activities</p> <p>For other items qualifying for reimbursement from the incidentals grant, please submit proof of payment (e.g. a credit card statement, a cancelled check, or an original cash receipt) to Rita Freda at rffreda@bu.edu. <u>Purchases paid for with gift cards are not reimbursable per BU policy.</u></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