

### Steps to Successfully Completing the Financial Aid Process

**Step 1** – Carefully review your offer of financial aid online at [my.butler.edu](http://my.butler.edu) or the enclosed copy of the Financial Aid Notification.

**Step 2** – Accept or decline the awards by completing the process online (instructions below) or by following the instructions on enclosed Financial Aid Notification.

#### Completing the Process Online

- Navigate to [my.butler.edu](http://my.butler.edu).  
(self service - student center - finance - review/accept/decline financial aid)
- Accept or decline each award.
- Select a lender (if you accepted the Federal Stafford Loan).
- Report any outside scholarships you receive throughout the academic year online.
- Notify us of your response by reading and accepting the “Terms of Agreement” and clicking the **SUBMIT** button.

**Step 3** – Keep copies for your records.

**Step 4** – Evaluate your options for paying the bill.

The enclosed Personal Planner and Family Responsibility Worksheet provide you with the tools to determine your family’s responsibility and review the financing options available to help with your part of the educational expenses.

**Step 5** – Follow through.

Many programs require you take additional steps to complete the process. Make sure all necessary applications are complete, accurate and received by the appropriate offices to ensure the awards are disbursed in a timely manner.

Additional information about financial aid, including the enclosed documents, is available online at [www.butler.edu/financialaid](http://www.butler.edu/financialaid).

If you have questions regarding your bill, please contact the Office of Student Accounts at 1-800-368-6852, extension 9353. Additional information is also available at [www.butler.edu/studentaccounts](http://www.butler.edu/studentaccounts).

## Aid Programs that require you take additional steps to complete the process –

Program	Notification	ACTION	Notes
The Indiana Higher Education Award, Freedom of Choice Grant and the Twenty-first Century Scholars Program.	Indiana residents eligible for these awards will receive notification from the State Student Assistance Commission of Indiana (SSACI) after July 1.	<b>You must be sure Butler University is listed as the school of choice and you respond to any requests for additional information before June 1.</b>	Indiana state aid will appear as an estimate on your account until your eligibility is confirmed and funds are sent by SSACI.
Federal Perkins Loan	Eligible students are notified of the amount available on the financial aid notification.	<b>All new borrowers are required to sign the Master Promissory Note (MPN) electronically.</b>	This loan must be accepted, the MPN signed and submitted to the Office of Financial Aid before the first day of class.
Federal Stafford Loan	Eligible students are notified of the amount available on the financial aid notification.	<b>First time, transfer and all new student borrowers are required to sign a Master Promissory Note (MPN) with the selected lender.</b>	Instructions for how to complete the MPN are available in <a href="#">Understanding Your Loan Choices</a> .
Federal Workstudy	Eligible students are notified of the amount available on the financial aid notification.	<b>For employment or community service opportunities visit <a href="http://www.butler.edu/career">www.butler.edu/career</a> or contact the Center for Career Planning and Development at 800-368-6852, extension 9383.</b>	Students receive a paycheck for the hours worked. Earnings are <u>not</u> applied as a credit on the student account.

### Special Circumstances

If a significant loss of income is projected resulting in circumstances that affect your parent's ability to contribute towards your educational expenses, write a letter explaining the circumstances in detail and the Office of Financial Aid will review your situation. Special circumstances are defined as situations the family has no control over: death, disability, loss of income due to lay-off and unemployment. Voluntary circumstances are not eligible for consideration. Such voluntary items include: consumer debt, voluntary leave of employment, loss of income due to change in job or school attendance. A financial aid counselor will review your letter and determine if a formal review is warranted. If a formal review is necessary, you will receive a Request for Review form to complete and return to the Office of Financial Aid. Additional documentation may be needed to support your request. Additional aid for special circumstances will consist of increased loan eligibility. Only in rare instances will it increase gift assistance. Decisions regarding affordability should be based on the original offer of aid. Applications for loans and payment plans must not be delayed while awaiting a decision on a special circumstance.

### Financial Aid Policies

For more information on policies that may affect your eligibility for financial aid, visit our handbook online at [www.butler.edu/financialaid/handbook](http://www.butler.edu/financialaid/handbook).