Anticipating a refund check
Summer 2022?

The first available date for summer refund checks to be mailed is:
Friday, May 13, 2022

If you would like your refund check mailed on May 13th, your completed Refund Request must be submitted by Tuesday, May 10, 2022, AND the account must be cleared to refund and indicate a refundable credit balance at the time of review.

Navigation to submit a refund request:

- Log in to your my.butler.edu account and click on Self Service Student Homepage, then click on the Refund Request tile.
- Click on Fill out a new form (top left).
- Select current term from drop down menu.
- Complete Mailing Address and Amount Requested.
- If you want the full amount of the credit on your account, leave the Amount Requested blank.
- Click SAVE, then SUBMIT.
- **Note:**
  - “Approved” under the “Approval Status” indicates the refund request has been submitted and does NOT indicate a refund will be processed. Refunds are subject to approval AFTER the account has been reviewed and the account cleared to refund.

Requests submitted after May 10th will be processed weekly while classes are in session. Requests must be submitted by Tuesday evening for refund checks to be mailed by Friday of the same week provided the account is cleared to refund and indicates a refundable credit balance at the time of review.

**Financial Aid Information for Federal Direct Loan/Private Loan & Pell Grant Recipients:**

- Federal direct loans will post to your student account when at least ONE of your summer classes has started AND you’re enrolled in a minimum of 6 credit hours (if you’re an undergraduate) or a minimum of 3 credit hours (if you’re a graduate student).
- Federal Pell grants (available to undergraduates only) will post to your student account when your summer class has started.
- Private loans will begin posting to accounts after the first day of classes provided all requirements are met.