Student Checklist for Financial Success
from the Office of Student Accounts
www.butler.edu/student-accounts

Note: Click on the headers & links below for further details.

- **Butler User ID & Password**
  Make sure you have it! You should have received this information from the Office of Admission. If you have NOT received it or have misplaced it, contact the RU HELP Desk at 317-940-HELP (4357) or ask.butler.edu.

- **Billing (E-Bill)**
  All billing statements are electronic and published the second Wednesday of every month. The first E-Bill for fall 2022 will be published July 13th and is due in full August 2, 2022, unless you’re enrolled in the Monthly Payment Plan. Questions? Please e-mail us for assistance prior to the due date.

- **Monthly Payment Plan**
  To participate in 4 payments per term, you must enroll via your my.butler.edu account by July 11, 2022. To maintain eligibility in the plan, the Terms & Conditions must be met each month. Please keep in mind that financial aid or pending funds of any kind are NOT considered a payment. This includes all aid (outside scholarships, loan funds, etc.) When financial aid funds or any other pending funds (e.g. 529 plan payments) post to your account, the funds are deducted from the TOTAL balance, reducing subsequent payments.

- **E-Pay & Payment Information**
  - E-Pay offers you an opportunity to submit electronic payments AND credit card payments.
  - Paper checks, including 529 plan payments, can be submitted in person and by mail.
  - International payments can be submitted via PayMyTuition.

- **Authorized Payers**
  Create authorized PAYER accounts for anyone assisting you with your financial obligation to Butler University. Authorized Payers receive email notifications when the E-Bill is available and have their own access to view the bill and make payments.

- **Financial Aid**
  Thoroughly review any financial aid offered, including student loans, and accept all aid that you want to utilize. Keep in mind that a Master Promissory Note AND Entrance Counseling (an online questionnaire) must be completed for student loans before the funds will be released. Questions regarding aid? Contact the Office of Financial Aid at finaid@butler.edu or 317-940-8200.

- **Anticipated Aid**
  Financial Aid that you’ve accepted is included on your E-Bill as “anticipated.” The aid POSTS to your student account the 5th day of classes. Any “pending” funds (e.g. outside scholarships) are NOT included in your Anticipated Aid until the funds have been received and processed by the Office of Financial Aid.

- **Are you receiving federal financial aid?**
  Per federal regulations, you must grant permission for all of your federal (Title IV) funds (e.g. Pell Grant, Direct Loans) to be applied to all miscellaneous charges (e.g. bookstore charges, parking decals, etc.).

- **Annual Health insurance Requirement**
  All full-time, degree-seeking undergraduate students, graduate students enrolled in 6 or more credit hours and undergraduate international students must have health insurance while attending Butler University. If you already have health insurance coverage, you must complete the online waiver AFTER full-time enrollment and BEFORE August 1st. The waiver site opens in late June and must be completed each year.

- **Does anyone need a copy of your E-Bill?**
  If outside scholarship sources, 529 savings plan administrators, etc. have requested a copy of your E-Bill, forward immediately upon receipt to ensure payments are received by our office by the due date.

- **Questions about charges or other FAQs?**
  What is an Activity Fee and a Health & Recreation Fee? Explore details about parking permits, bookstore charges and much more. Many questions can be answered on our FAQ page and appropriate office contact information is provided. Check it out!

- **EXPEDITE receipt of your 1098T (annual tax form)**
  In the TAX FORMS section (menu on the left) within the E-Bill & E-Pay System, click on SIGN UP for paperless delivery!

- **Refund Checks (due to a credit balance) & Direct Deposit**
  If you're anticipating a credit balance on your student account after your financial aid posts (approximately one week after classes begin), log in to your my.butler.edu account, click on the Refund Request tile and follow the prompts to complete.

- **BU Email Messages** - Stay on track by reviewing your e-mail messages when received and act quickly.