Anticipating a Refund?

The first available date to release fall 2022 refunds:  
September 8, 2022*

To be included in the first “round” of refunds released on September 8, your Refund Request must be submitted by August 30, 2022. The account must be cleared to refund and indicate a refundable credit balance at the time of review. Refund requests for enrolled students must be submitted via my.butler.edu.

Student Navigation to Request Refund

- Log in to my.butler.edu and select Self Service Student Homepage, then click on the Refund Request tile. Click on Fill out a new form (top left).
- Select term from drop down menu.
- Complete Mailing Address (if you’re not enrolling in Direct Deposit option) 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 is cleared to refund.

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Direct Deposit Navigation for Student Refunds

- Log in to my.butler.edu and select Self Service Student Homepage.
- Select Student Refund Direct Deposit tile, then Enroll in Direct Deposit.
- Enter your routing number and checking or savings account number.
- Agree to the terms and conditions of the agreement.
- Submit!

Don’t delay. Enroll today! Direct deposit is easy, convenient, safe and saves valuable time.

Note: Enrollment in direct deposit for student refund checks is completely separate from enrollment in direct deposit for payroll checks.

Requests submitted after August 30th will be processed weekly while classes are in session. Requests must be submitted by Tuesday evening for refunds to be released by Friday of the same week. The account must indicate a refundable credit balance and be cleared to refund at the time of review.

*Refunds are released the day after the 100% tuition refund date has expired as indicated in the Institutional Tuition Refund Schedule.