Anticipating a Refund Check
Spring 2018?

If a credit balance is created when your financial aid posts to your account and you would like to receive a refund check, please complete a Refund Request form and submit the completed form to the Office of Student Accounts, Jordan Hall, 102:

If your account is cleared to refund AND a credit balance is on the account at the time of review, the following refund schedule applies:

- Forms submitted by January 22, 2018 – a refund check will be available for pickup or mailed on Tuesday, January 30, 2018.
- Forms submitted 1-23-18 through 1-28-18 - a refund check will be available for pickup or mailed on 2-5-18.
- Forms submitted 1-29-18 through 2-6-18 – a refund check will be available for pickup or mailed on 2-9-18.
- Refunds will be processed weekly for forms submitted after 2-6-18 while classes are in session. (Forms must be submitted by Tuesday evening to receive a refund on Friday.)

Refund Request forms are available at the Office of Student Accounts, JH 102, OR online at https://www.butler.edu/student-accounts/billing-payment/refund-policy (Scroll down to paragraph 2.)

Note: The earliest date financial aid will post to students’ accounts is Monday, January 22, 2018. Due to the January 29th drop date for 100% tuition refund, the first available date for refund checks is Tuesday, January 30, 2018.