

BUTLER UNIVERSITY

PREPAID TUITION PROGRAM

Fall 2019 - Spring 2020

Butler University offers a tuition prepayment plan for enrolled full-time undergraduate students. By paying tuition in advance, tuition increases for future years are avoided. Cost figures assume a tuition increase of 4% annually.

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Guidelines for the Prepaid Tuition Program

- ▶ Payment is due at the time the contract is submitted. Payment of prepaid tuition will be accepted in the form of personal check, cashier's check or money order. Credit cards are not accepted for the program.
- ▶ Contracts must be post-marked by August 28, 2019.
- ▶ **Scholarship awards may not be deducted from the required prepayment.** If the combination of scholarship(s) and the prepaid tuition creates a credit on the student account, a refund check may be issued to the student which can be mailed to any address the student provides. To receive a refund check, the student must complete and submit a Refund Request form. Further refund details, in addition to the Refund Request form, are available on our website at www.butler.edu/student-accounts/billing-payment/refund-policy
- ▶ If the prepaid tuition contract is funded from a trust, ensure the funds have been reported appropriately on the 2019-2020 Free Application for Federal Student Aid (FAFSA). Additional information is available at <http://www.finaid.org/savings/ugma.phtml>
- ▶ The tuition rate paid for each semester includes 12 to 20 credit hours of instruction. Any semester, in which the student is enrolled in less than 12 or greater than 20 credit hours, will be billed at the current hourly program tuition rate. Prepaid tuition is not posted to a student's account until the student is enrolled in a minimum of 12 credit hours. If the student is NOT enrolled as a full-time student (12 - 20 credit hours), the contract may be terminated. Any funds being held for future terms may be refunded to the parent/guardian or student who established the contract for the Prepaid Tuition Program.
- ▶ A student who withdraws while participating in the plan will receive a tuition refund based on the discounted tuition rate paid and the established Institutional Refund Policy.
- ▶ If the student is awarded federal and/or state financial aid and withdraws from Butler University, the aid will be refunded according to government policies and the Institutional Refund Policy based on the date of withdrawal as determined by the Office of Registration & Records.
- ▶ In the event of a student withdrawal, arrangements may be made with the Manager of Student Accounts to apply prepaid tuition to subsequent semesters.
- ▶ Interest will not be paid on any refunded prepaid tuition funds.
- ▶ Extending an existing contract can only occur between April 1 and August 1 of each year. The rate will be the tuition rate published for the upcoming fall and spring academic terms.
- ▶ **Summer tuition charges are not included in the prepaid tuition program** and must be paid as billed. The only exception is the mandatory summer pharmacy (Pharm D) rotation charge which is funded at the time the contract is submitted.
- ▶ The contract is terminated when prepaid tuition for future terms is refunded.
- ▶ This information applies only to tuition prepayment plans entered into on or prior to August 28, 2019.