Payment Options

Option I
Pay Amount Due Now, in full, by the due date indicated on the E-Bill.

Option II Monthly Payment Plan (available for fall & spring terms only)
Utilize Butler University’s Monthly Payment Plan. To participate, students must enroll in the plan by logging in to their my.butler.edu account during these enrollment dates only: May 9, 2019 - July 8, 2019.

How the Monthly Payment Plan Works

Students must enroll online by logging into their my.butler.edu account during the above enrollment dates. A student user ID and password are required. Hard copy enrollment forms are not available.

E-Bills are published the 2nd Wednesday of every month. The first E-Bill available for the fall semester is in July. The first payment amount will be indicated on the July E-Bill and due in full August 1, 2019. Subsequent payments will be due September, October & November. (Refer to Terms & Conditions on the reverse side.)

Payment plan payments (including 529 plan payments) must be received in full by the due date indicated on the E-Bill to avoid late payment penalties. Financial aid funds (e.g. outside scholarships, loans, etc.) are NOT considered payment plan payments. Please keep in mind:

⇒ Pre-payments and financial aid funds are deducted from the TOTAL account balance due and will reduce future payment plan amounts.
⇒ If 529 plan payments are utilized, “pending payments” are NOT considered actual payments. To be considered a payment for the payment plan, 529 plan payments must be received by the Office of Student Accounts by the due date indicated on the E-Bill and the total Amount Due Now must be received in full. 529 payments are sent by paper check. Please allow ample processing & mailing time.
⇒ Monthly payment amounts may fluctuate with account activity. Be sure to view the E-Bill every month for the correct Amount Due Now.
⇒ The Office of Student Accounts does NOT automatically remove payment plan participants with zero or credit balances from the payment plan.
⇒ Students must notify our office in writing to be removed from the plan.

Monthly Payment Plan Enrollment Navigation

Enrollment is available to STUDENTS only: Navigate to my.butler.edu and log-in (student's user ID and password are required.)

1. Click Self Service Student Homepage
2. Click Student Center
3. Click Payment Plan Info Center under the FINANCES heading
4. Click Payment Plan Application
5. Read the 2019-20 Terms & Conditions (available on the reverse side) and check the box to agree.
6. Choose either ALL TERMS or CURRENT TERM ONLY
   If you choose ALL TERMS, you will automatically be included in the four (4) month payment plan in future terms provided you’re enrolled in classes prior to the publication of the first E-Bill for the term.
7. Click Submit My Application. An email will be sent to your Butler University e-mail account to acknowledge your enrollment in the payment plan.

NOTE: Butler University does NOT offer a payment plan for the summer term.