Student Accounts Financial Success Checklist

✔ Butler user ID and 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 BU HELP Desk at 317-940-HELP (4357).

✔ E-Bill & E-Pay. Thoroughly review the enclosed brochure and create Authorized User accounts for anyone assisting you with your financial obligation to Butler University.

✔ E-Bills are published the second Wednesday of every month. Review your E-Bill immediately when you receive the e-mail notification. Check the AMOUNT DUE NOW and the DUE DATE to ensure the correct payment is received by our office on time. “Pending” funds (e.g. outside scholarships, 529 plan payments, veteran benefits) are NOT considered payments until the funds are received by Butler University.

✔ E-mail messages. ALWAYS review your Butler University e-mail messages PROMPTLY & THOROUGHLY for important information. Take necessary action immediately.

✔ Health insurance. If you are a full-time undergraduate student and already have health insurance coverage, you must go to https://studentcenter.uhcsr.com to waive the health insurance charge by July 8, 2019. Select Butler University from the drop-down list and select CONTINUE. After you have completed the waiver process, you’ll have the opportunity to print a copy of your request. Maintain a copy of the document for your records. If you do NOT complete the waiver process by July 8, 2019, you will be charged for the Health Insurance and it will be included in your E-Bill. NOTE: Waivers do NOT apply to international students.

✔ Financial aid. Thoroughly review any financial aid offered including student loans. Please make sure to accept all financial 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? Please contact the Office of Financial Aid at finaid@butler.edu or 317-940-8200 OR 877-940-8200.

✔ Receiving federal aid funds? If you want your federal (Title IV) funds applied to all miscellaneous charges (e.g. bookstore charges, parking decals, etc.), you must grant Butler University permission. Log into your my.butter.edu account and go to your Student Center. Click on View Student Permissions (under the FINANCES heading), then Grant Permissions. Follow the prompts to complete. Details are also available on our website at https://www.butler.edu/student-accounts/tuition/federal-aid-student-permission

✔ Monthly Payment Plan. If you want to participate, thoroughly review all information (including navigation instructions to enroll). Information is also available on our website at https://www.butler.edu/student-accounts/billing-payment/monthly-payment-plan Keep in mind that you must enroll via your my.butter.edu account by July 8, 2019. (Online enrollment is the only enrollment option.) Payment plans are available for the fall & spring semesters only.

✔ Enrolling in the Monthly Payment Plan? Please make sure the AMOUNT DUE NOW on the E-Bill is submitted to our office in full by the due date. “Pending” funds (e.g. 529 plan payments) are NOT considered payments unless the payment amount posts to your student account by the due date. Financial aid, including outside scholarships, loan funds, etc., CANNOT be used as all or a portion of any payment amount. When financial aid funds post to your account, the funds are deducted from the TOTAL balance, reducing subsequent payments.

✔ Has anyone requested 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 to ensure payments are received by our office by the due date.

✔ Please mail paper checks, including 529 plan checks to: Office of Student Accounts, 4600 Sunset Ave. Indianapolis, IN 46208. Please include your BU ID on all paper checks. The mailing address is also indicated on your E-Bill.

✔ Anticipating a refund check due to a credit balance? If you’re anticipating a credit balance on your student account after your financial aid posts (approximately one week after classes begin), complete and submit a Refund Request form to our office prior to the first day of classes to ensure your refund is included in the “first round” of refund checks. Details (including the form) are available at https://www.butler.edu/student-accounts/billing-payment/refund-policy Scroll down to paragraph 2.

✔ EXPEDITED receipt of your 1098T (yearly tax form). Login to my.butter.edu, click on Self-Service Student Homepage and then Student Center. Under the FINANCES heading click View Bills. In the 1098-T section (bottom right) select the “Click here to give consent for your 1098-T Form to be sent electronically only”. Follow instructions to accept.