Anticipating a Refund Check
Spring 2020?

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 20, 2020 – a refund check will be available for pickup or mailed on Tuesday, January 28, 2020.
- Forms submitted 1-21-20 through 1-26-20 - a refund check will be available for pickup or mailed on 2-3-20.
- Forms submitted 1-27-20 through 2-4-20 – a refund check will be available for pickup or mailed on 2-7-20.
- Refunds will be processed weekly for forms submitted after 2-4-20 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 Friday evening, January 17, 2020. Butler University is closed Monday, January 20, 2020, in observance of the Martin Luther King holiday. Due to the January 27th drop date for 100% tuition refund, the first available date for refund checks is Tuesday, January 28, 2020.