Student Checklist for Financial Success

☑ Butler User ID & 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-mail Messages
To stay on track, review your Butler University e-mail messages upon receipt and take action immediately if required.

☑ E-Bill & E-Pay
All billing statements are electronic and published the second Wednesday of every month. When the E-Bill is available to view, you’ll receive an e-mail from billing@butler.edu. Log into your my.butler.edu account, click on Self-Service Student Homepage then Student Center. Under the FINANCES heading, click on View Bills. This will connect you with E-Bill & E-Pay. Review the amount due and the due date. Please keep in mind that “pending” funds (e.g., outside scholarships, 529 plan payments, veteran benefits) are NOT considered payments until the funds are received by Butler University. You can also create authorized PAYER accounts for anyone assisting you with your financial obligation to Butler University. Electronic payments via check and credit card can also be submitted. The first E-Bill published for the fall 2020 semester is July 8th and due in full August 4, 2020, unless you’re enrolled in the Monthly Payment Plan. Questions? Please e-mail us for assistance prior to the due date.

☑ Monthly Payment Plan (available for the fall & spring semesters only).
To participate in the 4 payments per term plan, you must enroll via your my.butler.edu account by July 6, 2020. Instructions for navigation and the Terms & Conditions of the plan are available on our website. To maintain eligibility in the plan, the Terms & Conditions must be met each month. Please keep in mind that financial aid is NOT considered a payment. This includes all aid (outside scholarships, loan funds, etc.) When financial aid funds post to your account, the funds are deducted from the TOTAL balance, reducing subsequent payments.

☑ Financial Aid
Thoroughly review any financial aid offered, including student loans, and accept all 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? Contact the Office of Financial Aid at finaid@butler.edu or 317-940-8200.

☑ Are you receiving federal financial aid?
To make sure your federal (Title IV) funds are applied to all miscellaneous charges (e.g., bookstore charges, parking decals, etc.) you must grant Butler University permission. Log into your my.butler.edu account and go to your Student Center. Click on View Student Permissions (under the FINANCES heading), then Grant Permissions and follow the prompts to complete. Please visit our website for additional details.

☑ 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 August 1, 2020. (You don’t want this charged to your student account!) After you have completed your full-time enrollment for the fall 2020 term, log on to the site and 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 August 1, 2020, you will be charged for the Health Insurance and it will be included in your E-Bill. Waivers do NOT apply to international students. If you have questions regarding the health insurance charge, policy, waiver process, etc., e-mail healthinsurance@butler.edu for details.

☑ Does anyone need 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 upon receipt to ensure payments are received by our office by the due date. Please mail paper checks, including 529 plan checks to the mailing address indicated on your E-Bill and make sure your BU ID is indicated on the front of the check.

☑ EXPEDITED receipt of your 1098T
The 1098T document is your yearly tax form. Log into my.butler.edu, click on Self-Service Student Homepage and then Student Center. Under the FINANCES heading, click View Bills. This takes you to E-Bill & E-Pay. In the TAX FORMS section (in the menu on the left) click on SIGN UP for paperless delivery! (This option will be available April 2020.)

☑ Refund Checks (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 on our website.