Office Hours
(available by email or phone)
Monday through Friday
8:00 a.m. – 4:00 p.m.

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On Campus Hours
Monday, Tuesday, Thursday, Friday
9:00 a.m. – 3:00 p.m.

Wednesday
11:00 a.m. – 3:00 p.m.
General Services Provided

- Publish an electronic billing statement (E-Bill) the second Wednesday of every month.
- Administer the Monthly Payment Plan option.
- Process refund checks when classes are in session for students with credit balances.
- Provide student account counseling
- Post paper check payments including 529 plan payments to individual accounts.
- Provide billing invoices to third parties upon request & receipt of authorization.
STUDENT ACCESS to account information

- Log into my.butler.edu account
- Select Self Service Student Homepage
- Navigate to Student Center
E-Bill and E-Pay

- All billing statements are electronic. When the E-Bill is available to view, notifications are sent to students’ BU e-mail address and to any Authorized Payers that students have created.
- Electronic payments (from checking/savings account) & credit card payments can be submitted online.
E-Bill (Electronic Billing)

- An E-Bill is published the 2\textsuperscript{nd} Wednesday of every month and is due within the first 6 days of the following month.

- Fall 2021 E-Bill will be published July 14, 2021, and is due in full August 3, 2021.

- Spring 2022 E-Bill will be published December 8, 2021, and is due in full January 4, 2022.
Viewing the E-Bill

Summary

- Student Account Balance
  - $1.00

Balance

- $1.00

*Credit balances (0) are displayed as zero. Payments will not automatically update your account balance.

Account Balance:
- $1
- Anticipated Aid: $0

Statements

RECENT ACCOUNT HISTORY (updated each business day)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/21/09</td>
<td>Billing statement</td>
<td></td>
</tr>
</tbody>
</table>
The E-Bill

Includes:

✓ Student’s information and BU ID

✓ Our contact information & mailing address

✓ The Amount Due Now & due date

✓ Statement Activity—an itemized list of charges & credits (e.g. tuition, fees, housing, enrollment deposit)

✓ Itemized list of Anticipated Aid

✓ Class schedule
Authorized PAYERS

- Anyone assisting student with financial obligation.
- To provide Payers access, students must log into E-Bill & E-Pay and send Payer(s) an invitation after completing all information.
- Payer receives an e-mail each month when the E-Bill is available to view. Web address for access for Authorized Payers:

  www.commerce.cashnet.com/butler
E-Bill Helpful Notifications

Once students or Authorized Payers are logged into the E-Bill & E-Pay System, helpful notifications, including navigation instructions to make a payment and view the account activity pops up immediately.
Account Activity Updates

When students & their Authorized Payers want to see if we’ve received a check and posted it to the account or check on any charges or credits that may be pending, just click on Account Activity below.

The Account Activity is updated once each business day and will provide students and Authorized Payers with the latest account information.
Payment Information

Payment Options
- Pay the balance in full by the due date.
- Enroll in Monthly Payment Plan.
  (students must enroll via their my.butler.edu account)
- Participate in the Prepaid Tuition Program
  (program summary available on our website)

Payment Types
- Electronic payment via E-Pay
  ✗ Checking or savings account (no fee)
  ✗ Credit card (2.75% convenience fee)
- 529 Savings Plan payments
  (Contact Administrator & provide BU ID & due date)
- Paper checks (include student’s BU ID on all paper checks)
Monthly Payment Plan

- Students enroll via my.butler.edu

- Enrollment dates: 5/13/21 – 7/12/21

- Four payments per fall & spring terms

- Payment amount equals charges minus Anticipated Aid divided by remaining payments in the plan
View Student Permissions

- Per federal regulations, students must grant permission to allow federal funds such as the Federal Direct Student Loan, PLUS & Pell Grant to pay for miscellaneous costs which include parking decals, bookstore charges, etc.

- Students grant permission via my.butler.edu.
Account Inquiry & E-mail My Account Statement

Account Inquiry
Provides “real time” charges and credits that have posted to the account and date posted.

E-Mail My Account Statement
By clicking on this, a pdf. file is sent to student’s BU e-mail address. The statement provides a recap of all charges and credits that have posted to the account by term and the date posted.
**Additional E-Bill Items**

**Student Health Insurance**
- Butler University requirement
- If student is already covered by a family insurance plan, the charge is waived provided the waiver is completed ONLINE during the designated waiver period.
- Waiver must be completed after fall enrollment and prior to July 14th E-Bill to avoid the charge.

**Parking Permit**
- Students must register vehicle with the Butler University Police Department (BUPD) by logging into my.butler.edu.
- Visit www.butler.edu/parking/permits for details.

**Outside Scholarship Checks (RECEIVED)**
- All outside scholarship information (including checks) are sent directly to the Office of Financial Aid for processing.
Tips for Student’s Financial Success

✓ Check Butler email messages DAILY.
   ▪ Review, respond & take action quickly.

✓ Create authorized PAYER accounts.

✓ Review E-Bill immediately upon notification.
   ▪ Check the Amount Due Now & due date
   ▪ Review charges & Anticipated Aid
   ▪ Are charges and aid correct?

✓ Questions?
   ▪ We’re happy to assist! Please call or e-mail us prior to the due date indicated on the E-Bill.
Office of Financial Aid
317-940-8200
finaid@butler.edu
butler.edu/financial-aid

Office of Student Accounts
317-940-9353
studentaccounts@butler.edu
butler.edu/student-accounts