

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 2021 semester is July 14th and due in full August 3, 2021, 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).

Enrollment dates to participate in 4 payments for the fall 2021 term have expired. However, you can **enroll through August 9, 2021** to participate in the plan with 3 payments for the fall 2021 term. The first payment will be indicated on your August E-Bill and due in full September 2nd. If you select "all terms" when enrolling in the plan, you'll automatically be enrolled in the 4 payment plan for all subsequent terms. 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.) Any pending aid that's received AFTER the E-Bill is published will be included in the calculation for the payment amount on subsequent E-Bills.

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 complete the online waiver AFTER full-time enrollment and BEFORE the **August 1st deadline** to avoid the **annual charge of \$2956**. The waiver site opened late June 2021. For additional details regarding the Student Health Insurance requirement AND to access the online waiver, visit <https://www.butler.edu/health-services/student-health-insurance>

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.

EXPEDITE 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!

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), log in to your **my.butler.edu** account, click on the Refund Request tile and follow the prompts to complete. Additional details regarding refunds are available on our website.