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.

- Fall 2020 E-Bill will be published July 8, 2020, and is due in full August 4, 2020.

- Spring 2020 E-Bill will be published December 9, 2020, and is due in full January 5, 2021.
Viewing the E-Bill

[Image of E-Bill interface]

Summary

Student Account Balance
Balance $1.00

Account Balance* $1
Anticipated Aid: $0

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

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
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 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: 5/14/20 – 7/6/20
- 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 by July 6, 2020, to avoid 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?
   ▪ Call or e-mail us for assistance prior to the due date indicated on the E-Bill and we’ll be happy to help!