June 2015

Dear Student,

Welcome to Butler University from the Office of Student Accounts!

Our office has the primary responsibility of publishing E-Bills (electronic billing statements) and collecting payments for expenses incurred (e.g. tuition & fees, room & board) at Butler University. We also provide a variety of services which are outlined on our website at legacy.butler.edu/student-accounts.

For your convenience, we’ve included:

- **To Do Checklist (for financial success!)** (on the back of this letter)
  The checklist provides instructions regarding E-Bills, E-Pay, the Monthly Payment Plan, student refund checks and more. Note: Some “to do” items are TIME SENSITIVE.

- **Butler University’s E-Bill & E-Pay** brochure.
  Be sure to thoroughly review the information and share it with anyone assisting you with your financial obligation to Butler University.

- **Payment Options**

- **Monthly Payment Plan Terms & Conditions**

Please remember an E-Bill is published the **second Wednesday** of every month:

- The first E-Bill available for the fall semester is published in July.
- The first E-Bill available for the spring semester is published in December.
- The first E-Bill available for the summer term is published in May.

Payments are due in full by the due date indicated on the E-Bill. When the E-Bill is available to view, an e-mail notification will be sent directly to YOUR Butler University e-mail address AND to the e-mail address of any **Authorized Users** that **you have created**. Instructions for creating **Authorized Users** (e.g. mom, dad, spouse) are included in the enclosed brochure.

The **To Do Checklist**, the enclosed **E-Bill & E-Pay** brochure and the information regarding **Payment Options** will assist you with your financial success! Also, remember to review your Butler email account often for important information.

We look forward to assisting you!

Sincerely,

Melinda C. Sowers
Manager
Office of Student Accounts
Butler University