STUDENT ACCOUNTS FINANCIAL SUCCESS CHECKLIST

- Make sure you have your Butler user ID and password. (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).

- Thoroughly review the enclosed E-Bill & E-Pay brochure and create Authorized User accounts for anyone assisting you with your financial obligations.

- 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 July 6, 2015. 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 July 6, 2015, the Health Insurance charge will be included in your July 2015 E-Bill. Note: Waivers do NOT apply to international students.

- Thoroughly review any financial aid offered including student loans. Please make sure to accept all financial aid that you want to utilize. To accept, go to the Student Center in your my.butler.edu account and click on Review/Accept/Decline Financial Aid. 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? Please contact the Office of Financial Aid at finaid@butler.edu or 317-940-8200 (Toll free: 877-940-8200).

- Receiving federal aid funds? If you want your federal (Title IV) funds applied to all miscellaneous charges (e.g. bookstore charges, parking decals, health services fees.), you must grant Butler University permission. Just 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. Follow the prompts to complete. Details are also available at legacy.butler.edu/student-accounts.

- ALWAYS review your Butler University e-mail messages thoroughly for important information.

- If you are interested in participating in the Monthly Payment Plan, thoroughly review all information regarding the plan (including navigation instructions to enroll) included in this mailing AND available at legacy.butler.edu/student-accounts. On our website, click on Billing & Payment then select Monthly Payment Plan. Keep in mind that you must enroll via your my.butler.edu account by July 6, 2015. (Online enrollment is the only enrollment option.) Payment plans are available for the fall & spring semesters only.

- Review your E-Bill immediately when you receive the e-mail notification (the second Wednesday of every month). Check the AMOUNT DUE NOW and the due date to ensure the correct payment is received by our office on time.

- If applicable, forward a copy of your E-Bill immediately to anyone who has requested it (outside scholarship sources, 529 Savings Plan administrators, etc.) to ensure payments are received by our office by the due date. The mailing address for paper checks is: Office of Student Accounts, 4600 Sunset Ave. Indianapolis, IN 46208. The address is also indicated on the E-Bill.

- For Monthly Payment Plan participants, please make sure the AMOUNT DUE NOW on the E-Bill is submitted to our office in full by the due date indicated on the E-Bill. “Pending” funds (e.g. outside scholarships, 529 plan payments) are NOT calculated until the funds are received by the University. Also, financial aid, including outside scholarships, loan funds, etc., cannot be used as all or a portion of any billed payment amount. Financial aid funds are deducted from the TOTAL due on the account reducing subsequent payments.

- If you’re not participating in the Monthly Payment Plan, please make sure the AMOUNT DUE NOW on the E-Bill is submitted to our office in full by the due date to avoid interest charges. “Pending” funds (e.g. outside scholarships, 529 plan payments, veteran benefits) are NOT considered payments until the funds are received by Butler University.

- 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 at legacy.butler.edu/student-accounts. Click on Billing & Payment then select Refund Policy.