Please note: The Terms & Conditions of Butler University’s Monthly Payment Plan are outlined below. Student participants must agree to the terms upon enrollment. The student participant also receives a copy of the Terms & Conditions via e-mail AFTER enrollment has been completed successfully.

MONTHLY PAYMENT PLAN TERMS & CONDITIONS

(4 payments)

A non-refundable $25 participation fee will be charged to your student account.

PLEASE REVIEW TERMS & INFORMATION BELOW THOROUGHLY and forward this information to anyone assisting you with your financial responsibility!

- Monthly Payment Plan due dates are:
  
  **Fall 2015 semester:** August 4, September 3, October 6 and November 3, 2015
  **Spring 2016 semester:** January 5, February 4, March 3, and April 5, 2016

- If you select ALL TERMS when you enroll in the plan, you will automatically be enrolled in the four month plan for all subsequent semesters.

- The FIRST AMOUNT DUE NOW payment AND the due date will be included in your July E-Bill (for the fall semester) and the December E-Bill (for the spring semester). E-Bills are published the 2nd Wednesday of every month.

- If you have a past due balance, the full amount of the past due balance is included in the FIRST payment plan AMOUNT DUE NOW on your E-Bill. (Past due balances are NOT divided equally by the remaining payment plan payments.)

- Financial Aid funds (e.g., outside scholarships, loans, grants) are NOT considered payments. Please review Fees & Anticipated Aid below.

- To be considered on-time payments, funds from 529 college savings plans must be RECEIVED by the Office of Student Accounts by the due date on the E-Bill.

- A late fee of 1% of the past due amount will be charged to your account if payment is not received by the due date on the E-Bill or if the amount received is less than the payment indicated on your E-Bill.

- Monthly Payment Plan participation may be jeopardized and discontinued after two missed payments or payments submitted that are less than the amount billed. If participation in the plan is discontinued, the balance will accrue interest and will be due in full immediately.

- The following Greek houses bill room and board charges through the Office of Student Accounts: Alpha Chi Omega, Alpha Phi, Delta Tau Delta, Lambda Chi Alpha, Phi Delta Theta, Sigma Chi and Sigma Nu. All other Greek houses bill separately. For Greek houses that bill separately, those charges cannot be included in the Monthly Payment Plan option offered by the Office of Student Accounts.

- The Monthly Payment Plan option is NOT available for summer terms.

- To request removal from the plan, you must e-mail studentaccounts@butler.edu from your BU e-mail account with instructions to remove your account from the Monthly Payment Plan.

Fees & Anticipated Aid
The Office of Student Accounts calculates payments based on charges (tuition, room, board, allowable fees, etc.) AND approved and accepted financial aid (if applicable) at the time the E-Bill is processed. If your Anticipated Aid fails to post to your student account, remaining payment plan payments will be adjusted accordingly. Outside aid sources are not included in the Anticipated Aid until the funds have been received and processed by the Office of Financial Aid. Financial Aid funds are NOT considered payments. For questions regarding financial aid, please visit legacy.butler.edu/financial-aid or contact the Office of Financial Aid at finaid@butler.edu.