May 2014

Dear Monthly Payment Plan Participant,

The Office of Student Accounts is sending you this notification to make you aware of a change in the late payment penalty calculations for Butler University’s Monthly Payment Plan. The change is included in the Terms & Conditions of the Monthly Payment Plan and is effective with the fall 2014 term.

Currently, a late payment penalty of $40 is charged for partial, late or missed payments. However, effective fall 2014, a late payment penalty of 1% of the past due amount will be charged to the student account if payment is not received in full by the due date indicated on the E-Bill OR if the amount received is less than the payment indicated on the E-Bill.

Below are examples of late payment penalty calculations, effective fall 2014:

⇒ **Late Payment Penalty/No Payment Received**
  The AMOUNT DUE NOW indicated on the E-Bill is $5450. However, payment was NOT received in full by the due date indicated on the E-Bill. The past due amount is $5,450 and the late payment penalty is $54.50 ($5,450 x 1%).

⇒ **Late Payment Penalty/Partial Payment Received**
  The AMOUNT DUE NOW indicated on the E-Bill is $6000. However, a partial $1000 personal check payment was received prior to the due date. The past due amount is $5000 and the late payment penalty is $50 ($5,000 x 1%).

As noted above, the change to the late payment penalty calculation is included in the Terms & Conditions of the Monthly Payment Plan and available for review at [http://www.butler.edu/student-accounts/billing-payment-(1)/monthly-payment-plan/](http://www.butler.edu/student-accounts/billing-payment-(1)/monthly-payment-plan/) and on the back of this letter.

Questions? Please e-mail us at studentaccounts@butler.edu.

Sincerely,

Melinda Sowers
Manager

**NOTE:** If you would like to discontinue participation in the Monthly Payment Plan, please complete the form at the bottom of this notification and return it to our office by June 27, 2014. Written notification from the student participant is required to discontinue enrollment in the plan. Cancellation requests via phone or from anyone other than the student participant cannot be processed. (The June 27th deadline prevents the non-refundable Payment Plan Fee from being charged to the account and ensures a correct AMOUNT DUE NOW for the July E-Bill.)

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Please discontinue my participation in Butler University’s Monthly Payment Plan administered by the Office of Student Accounts.

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<tr>
<th>STUDENT Printed Name</th>
<th>Student ID Number (first 9 digits only)</th>
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<th>STUDENT Signature</th>
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Return completed portion to the Office of Student Accounts (JH 102); 4600 Sunset Avenue; Indianapolis, IN 46208 by June 27, 2014