

Prepaid Tuition Program for Fall & Spring Terms

Butler University offers a tuition prepayment plan for enrolled, full-time undergraduate students. By paying tuition in advance, tuition increases for future years are avoided.

Summary of Terms & Conditions

- ▶ Payment is due at the time the contract is submitted. Completed and signed contracts must be received by the August due date on the July E-Bill.
- ▶ Payment of prepaid tuition will be accepted in the form of personal check, cashier's check or money order. Credit cards are not accepted for the program.
- ▶ Scholarship awards may not be deducted from the required prepayment. If the combination of scholarship(s) and the prepaid tuition creates a credit on the student account, a refund check may be issued to the student which can be mailed to any address the student provides. To receive a refund check, the student must complete and submit a Refund Request. Further details are available on our website at [Refund Policy \(two types\)](#).
- ▶ If the prepaid tuition contract is funded from a trust, ensure the funds have been reported appropriately on the Free Application for Federal Student Aid (FAFSA). Additional information is available at <http://www.finaid.org/savings/ugma.phtml>
- ▶ The tuition rate paid for each semester includes 12 to 20 credit hours of instruction. Any semester, in which the student is enrolled in less than 12 or greater than 20 credit hours, tuition will be billed at the current hourly program tuition rate. Prepaid tuition is not posted to a student's account until the student is enrolled in a minimum of 12 credit hours. If the student is NOT enrolled as a full-time student (12 - 20 credit hours), the contract may be terminated. Any funds being held for future terms may be refunded to the parent/guardian or student who established the contract for the Prepaid Tuition Program.
- ▶ A student who withdraws while participating in the plan will receive a tuition refund based on the discounted tuition rate paid and the established [Institutional Tuition Refund Policy](#).
- ▶ If the student is awarded federal and/or state financial aid and withdraws from Butler University, the aid will be refunded according to government policies and the [Institutional Tuition Refund Policy](#) based on the date of withdrawal as determined by the Office of Registration & Records.
- ▶ In the event of a student withdrawal, arrangements may be made with the Manager of Student Accounts to apply prepaid tuition to subsequent semesters.
- ▶ Interest will not be paid on any refunded prepaid tuition funds.
- ▶ Extending an existing contract can only occur between April 1 and August 1 of each year. The rate will be the tuition rate published for the upcoming fall and spring academic terms.
- ▶ Summer tuition charges are not included in the prepaid tuition program and must be paid as billed. The only exception is the mandatory summer pharmacy (Pharm D) rotation charge which is funded at the time the contract is submitted.
- ▶ The contract is terminated when prepaid tuition for future terms is refunded.