

**CONGRATULATIONS!**

**You have successfully enrolled in Butler University's Monthly Payment Plan (4 payments)**  
**Please review these terms & conditions thoroughly and FORWARD TO ANYONE ASSISTING YOU**  
**with your financial obligation to Butler University**

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

**Monthly Payment Plan DUE DATES:**

**Fall 2024** August 1, September 3, October 1, November 1

**Spring 2025** January 2, February 4, March 4, April 1

- The first payment is indicated as the *Amount Due Now* on your next E-Bill. **All payments are due in full by the due date.** E-Bills are published on the 2<sup>nd</sup> Wednesday of every month.
- Pending credits for any charges billed (e.g., Student Health Insurance, Housing/Meal Plans) **cannot be deducted** from the *Amount Due Now* on the E-Bill. When pending credits are posted to the account, the credit will be included in the calculation for subsequent E-Bills.
- Pending financial aid funds (e.g., outside scholarships, loans, grants) and/or **anticipated** 529 plan payments are NOT considered payments. Please review **Fees & Anticipated Aid** below.
- If you have a **past due balance from a prior term**, 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.)
- A past due payment penalty of 1% of the **unpaid** *Amount Due Now* (indicated on your monthly E-Bill) will be charged to your account if payment is not received in full by the due date on the E-Bill.
- A **Student Financials Hold All** indicator will be added to your account if payments received are less than the *Amount Due Now* indicated on the E-Bill, missed, or submitted late. The total balance on your account will be due in full immediately. The **Student Financials Hold All** indicator will prevent future enrollment, enrollment changes, enrollment verification and may prevent the release of grades, transcripts, and diplomas. The hold will be removed when payment has been received IN FULL and posted to your account.
- Plan participation may be discontinued after two late, partial, or missed payments. If participation in the plan is discontinued, interest will accrue on the outstanding balance and the balance will be due IN FULL immediately.
- If you selected ALL TERMS when you enrolled in the plan, you will automatically be enrolled in the four-month payment plan for all subsequent semesters. If you want to be removed from plan, please email [studentaccounts@butler.edu](mailto:studentaccounts@butler.edu) from your BU email account with instructions to remove you from the plan.
- The Monthly Payment Plan option is NOT available for the summer term.
- The following Greek houses bill room and board charges through the Office of Student Accounts: Alpha Chi Omega, Alpha Phi, Delta Tau Delta, Kappa Kappa Gamma, Lambda Chi Alpha, Phi Delta Theta, Phi Kappa Psi, 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.

**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, the remaining payment plan payments will be adjusted to cover the shortage. 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** and the Office of Student Accounts will calculate remaining payments AFTER financial aid funds post to the student account. For questions regarding financial aid, please visit [www.butler.edu/financial-aid](http://www.butler.edu/financial-aid) or contact the Office of Financial Aid at [finaid@butler.edu](mailto:finaid@butler.edu).