How to set up direct deposit of tuition and fee refunds

• This process is separate from direct deposit for payroll.
• Refunds can result from dropping classes, financial aid, or return of deposits.
• Refunds (except for parent loans) are returned to students.
Step 1: Students log in to MyCUInfo.
Step 2: Some students may need to select the **Student** tab. Then select the **Billing Information** tab and click **Direct Deposit of Tuition and Fee Refunds**.
Step 3: Click **Continue to Direct Deposit**.
Step 4: Read the terms and click **Next** to accept.

I hereby authorize the University of Colorado to:

1. Deposit credit balances from my tuition and fee account via electronic transfer of funds to my account at the financial institution that I designate.

2. Credit my checking or savings account with these funds.

3. Initiate, if necessary, debit entries and adjustment for any credit entries in error to my account.

I understand that:

1. Once I have signed up for direct deposit, any future credit balance will automatically be deposited into my financial institution account. For degree-seeking students at the Boulder campus, this includes the required enrollment deposit (less any outstanding charges) which will be deposited approximately 4-6 weeks after graduation or separation.

2. This direct deposit authorization does NOT authorize the university to withdraw money from my account for tuition and fee charges.

3. The deposit will show on my financial institution account approximately two to three business days after the credit appears on my university tuition and fee account.

4. I should contact my financial institution to verify receipt of funds.

5. I acknowledge that the origination of direct deposit transaction to my account must comply with the provisions of U.S. law. I also understand that I cannot cancel this authorization through any third parties, including my financial institution, but must cancel this authorization by deleting my account using the following pages, or contacting my campus Bursar's Office in writing or email.

6. Refunds reflect current activity on each campus’s bursar account. I realize I may be assessed future charges if I change my schedule, enroll in a waitlisted class, or receive a financial aid adjustment. If I am enrolled at more than one campus, I understand I may have a separate bill that may still need to be paid.

Please print this page for your records.
Step 5: Enter your banking information. Your bank account number is not the same as a credit or debit card number. If you do not know your routing or bank account number, contact your banking institution. Click Next.
Step 6: Review the information and click **Submit**.
Step 7: This process is complete. When refunds are available, they will be deposited into your bank account in 2-3 business days. Processing times vary depending on your banking institution. Verify that the refund is in your account before spending the funds.