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. This task can only be completed by students.
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**. This task can only be completed by students.
Step 4: Read the terms and click **Next** to accept.
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.