

→ HOW TO SIGN UP FOR DIRECT DEPOSIT OF STUDENT DISBURSEMENTS/REFUNDS

1. Go to Self-Service at <https://selfservice.tiffin.edu>.
2. Log in to the Self-Service Portal with your username and password.
 - a. If you do not remember or would like to change your password, contact the ITS Department to get the password reset.
3. At the top of the home page, select the “Finances” tab.
4. On the main Finance page, there will be a list of functions and services that can be performed from the Finance window; click the option which says “Make a payment.”
5. This link will take you to the “Student Account Online” page. Click the link towards the bottom of the left side of the page that says “Sign up for Electronic Direct Deposit.”
6. Select “Yes, I want refunds deposited directly into my bank account” and click “Continue.”
 - a. Prior to signing up, your eRefund status should say “Not Yet Enrolled”. After you have signed up check this status again to ensure that it has changed to “Enrolled”.
7. Complete the bank account information on the next page (all fields are required) and click “Continue.”
8. Review the generated information on the next page to confirm the selected bank and account number are correct.
9. Read the Terms and Conditions associated with the eRefund process, check the box stating “I agree...” and enter the last 5 digits of your Student ID in the box provided.
10. Click “Submit.”
11. This will take you to Tiffin University eRefund page where you will be able to see your current status as “Enrolled” in the eRefund program.
 - a. You should also receive an automated email to your TU email address from the Office of Student Accounts confirming your registration for eRefund.
12. From this page you may also withdraw from the eRefund program or edit your account information to make changes as needed.
 - a. To return to this page at a later date, follow steps 1-6 (the link that previously stated “Sign up for an eRefund” will be replaced with a link saying “Edit.”)
- 13. Enjoy the convenience of receiving your refund/disbursement more quickly!**

If you have any additional questions, feel free to contact the Office of Student Accounts at 419.448.3052 or via email to starkweatherja@tiffin.edu.

No international bank accounts can be set up to receive electronic refunds.

Parent PLUS Loans can not be refunded electronically, a paper check will be mailed to the parent.