

ELECTRONIC REFUND ENROLLMENT INSTRUCTIONS



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

tiffin.edu

TIFFIN
UNIVERSITY

OFFICE OF STUDENT ACCOUNTS

155 Miami Street
Tiffin, OH 44883
800.968.6446

*Tiffin University's Non-Discrimination Policy
and reporting information is available at
tiffin.edu/institutionaldiversity/*

1. Go to Self-Service at selfservice.tiffin.edu.
2. Log into the Self-Service Portal with your username and password.
3. At the top of the page, select the FINANCES tab and select MAKE A PAYMENT.
4. While in your account OVERVIEW, scroll down until you see SIGN UP FOR DIRECT DEPOSIT REFUNDS! and click SIGN UP.
5. You will need to read and agree to the terms and conditions, provide the last five numbers of your Student ID and hit CONTINUE.
6. The next step is to fill in the name on your bank account, checking or savings account and the routing and account number, then hit CONTINUE.
7. The last step is to confirm all of your bank account details and hit COMPLETE.

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

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