



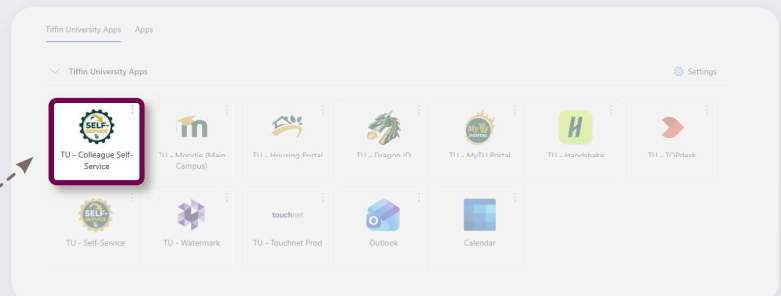
HOW TO SET UP ELECTRONIC REFUND FOR DIRECT DEPOSIT

Students can set up an **ACH Refund Account**, allowing future refunds to be deposited directly into the student's bank account.

FOR STUDENTS

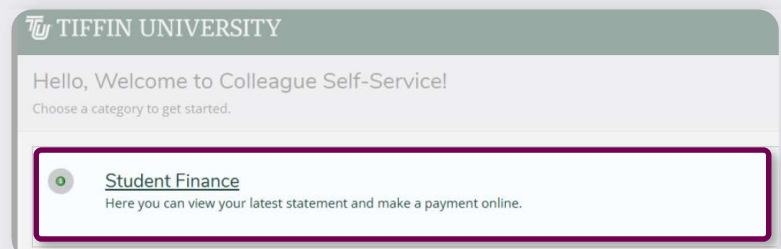
STEP 1

Log into **MyApps** and select the **TU - Colleague Self-Service** tile.



STEP 2

Click on the **Student Finance** tile.



STEP 3

Click **Make a Payment**.



STEP 4

Click on **Continue to Payment**.

You are moving to the...

Secure Payment Center

To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

Continue to Payment Center

STEP 5

Go to **Refund Account Setup** or **Electronic Refunds**.

To sign up for direct deposit of your refunds, complete your setup in the **Refund Account Setup** page.

Student Account ID: 0000976
Student Account There is no activity on this account at this time.

View Activity Pay Deposit Make Payment

Statements
Click the button to view your current account balance and details. View Real Time Statement

My Profile Setup
Authorized Users
Personal Profile
Payment Profile
Security Settings
Electronic Refunds

STEP 6

Enroll in **Multi-factor Authentication**.

Refund Methods

No multi-factor authentication Profile. You must enroll in multi-factor authentication to update a Refund Method

Enroll in multi-factor authentication

Direct Deposit

Typically received in 1-2 business days
Funds will be transferred to the personal checking or saving account of your choice.

A Direct Deposit account for refunds has not been set up.

Set up a new account Select account

STEP 7

Choose **Set up a New Account** or **Select Account**.

eRefunds

eRefunds puts money in your account... FAST!
No more trips to your financial institution or waiting for a paper check to come in the mail. Direct Deposit is the secure and convenient way to get your refund.

Refund Methods

No Refund Method Selected.

Direct Deposit

Typically received in 1-2 business days
Funds will be transferred to the personal checking or saving account of your choice.

A Direct Deposit account for refunds has not been set up.

Set up a new account **Select account**

STEP 8

Enter **Billing Information, Account Type, Routing** and **Bank Account** information.

Enter a name for your payment method.

Click **Continue**.

The screenshot shows the 'Set Up Refund Account' form. It is divided into two main sections: 'Account Information' and 'Billing Information'.
Account Information: Includes a note: '* Indicates required fields'. A yellow callout box explains: 'You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.' Below this are fields for: '*Account type:' (dropdown menu), '*Routing number: (Example)' (text input), '*Bank account number:' (text input), and '*Confirm account number:' (text input).
Billing Information: Includes fields for: '*Name on account:' (text input), '*Billing address:' (text input), 'Billing address line two:' (text input), '*City:' (text input), '*State:' (dropdown menu), and '*Postal Code:' (text input).
At the bottom right, there is a 'Save payment method as: (example My Checking)' field and two buttons: 'Cancel' and 'Continue'.

STEP 9

Check the box next to I Agree to authorize your refund account.

Click **Continue**.

The screenshot shows the 'Set Up Refund Account' form with the authorization agreement. The text reads: 'I hereby authorize **Tiffin University** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$20.00** return fee will be added to my student account.' Below this are fields for: 'Name:', 'Address:', 'Depository:', 'Routing Number:', and 'Account Number:'. The agreement is dated '2026-03-05 15:12:19 EST'. For fraud detection purposes, the user's internet address is logged: '198.30.131.105 at 2026-03-05 15:12:19 EST'. A warning states: 'Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.' To revoke the agreement, the user must contact: 'studentaccounts@tiffin.edu'. The user is instructed to 'Print and retain a copy of this agreement.' and to 'Please check the box below to agree to the terms and continue.' At the bottom, there is a checkbox labeled 'I Agree' which is highlighted with a red box. To the right of the checkbox are three buttons: 'Print Agreement', 'Cancel', and 'Continue'.