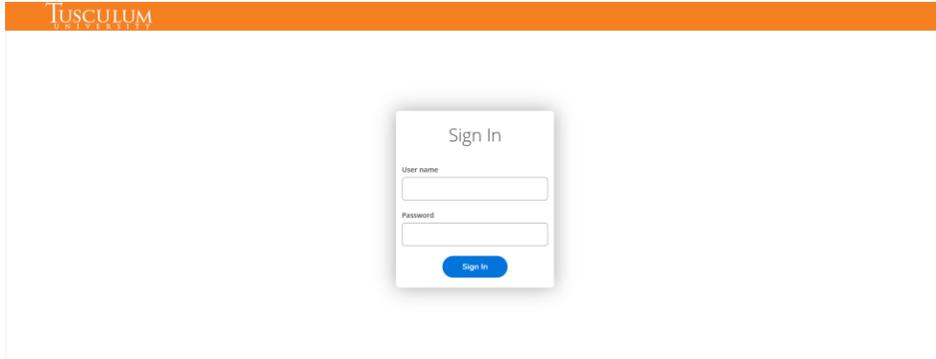
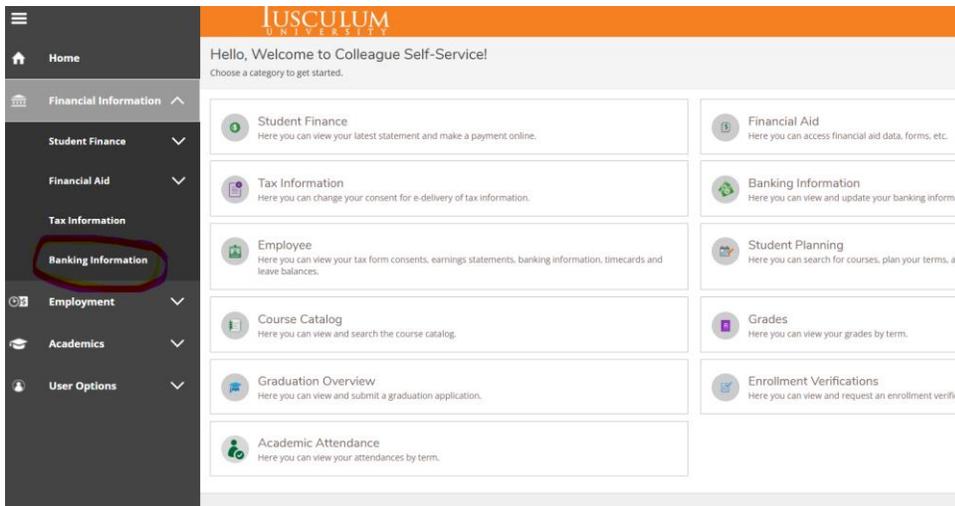


Electronic Student Refunds: How to input your banking information!

Sign into Self-Service



Go to Financial Information > Choose Banking Information



Click "+Add an Account"



Click the "Activate" toggle

The screenshot shows a web interface for "Banking Information". At the top, there is a breadcrumb trail: "Financial Information > Banking Information". Below this, the page title is "Banking Information" with a "[Back](#)" link. The main content area is titled "New Deposit" and includes a link "Add a Bank Account". Under "Bank Account Usage", there is a green bar with a toggle switch labeled "Activate" which is currently turned on. Below this bar, the "Effective Date" is set to "4/28/2025". At the bottom of the form, there are "Next" and "Cancel" buttons. A copyright notice at the bottom right reads: "© 2000-2025 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

Fill out your US Banking Information

The form is titled "Edit Bank Account Details" and contains the following fields:

-
- Country of Bank:
- Routing Number *: (with an information icon)
- View sample check image
- Bank Account Number *: (with an information icon)
- View sample check image
- Re-enter Bank Account Number *: (with an information icon)
- View sample check image
- Account Type:

Read Terms and Conditions > Click to agree > Click "Submit" to finish

The screen displays the "Terms and Conditions" section. The text reads:

I hereby authorize Tusculum University to electronically credit my Depository account any excess Federal (Title IV) funds. I verify that the Depository information input is true and accurate. I authorize Tusculum University to carry out the activities for which authorization is provided for the entire period that I am enrolled at the University, including multiple academic years.

I understand that I may rescind this authorization at any time by calling the Business Office at (423)636-7300 extension 5061.

I agree to the terms and conditions

At the bottom, there are "Back" and "Submit" buttons.