Electronic Student Refunds: How to input your banking information!

Sign into Self-Service

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	Sign In	
	User name	
	Password	
	Sign In	

Go to Financial Information> Choose Banking Information

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÷	Home	Hello, Welcome to Colleague Self-Service! Choose a category to get started.	
	Financial Information \land		
	Student Finance 🗸 🗸	Student Finance Here you can view your latest statement and make a payment online.	Financial Aid Here you can access financial aid data, forms, etc.
	Financial Aid 🛛 🗸	Tax Information Here you can change your consent for e-delivery of tax information.	Banking Information Here you can view and update your banking information
-	Tax Information		
	Banking Information	Employee Here you can key your tax form consents, earnings statements, banking information, timecards and leave balances.	Student Planning Here you can search for courses, plan your terms, a
<u>O</u> S	Employment V		
ġ	Academics 🗸 🗸	E Course Catalog Here you can view and search the course catalog.	Here you can view your grades by term.
۲	User Options 🛛 🗸	Graduation Overview Here you can view and submit a graduation application.	Enrollment Verifications Here you can view and request an enrollment verific
		Academic Attendance Here you can view your attendances by term.	

Click "+Add an Account"

٠	Enancial Information - Banking Information				
	Banking Information				
	Active Accounts			+ Add an Account	\mathcal{D}
	Refunds, Reimbursements & Payments	Verification		View All	5
	New Account	✓ Verified		>	
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Click the "Activate" toggle

	Einancial Information - Banking Information				
■ <u> </u>	Banking Information				
DS	New Deposit				Add a Bank Account
	Bank Account Usage				
•	Refund, Reimbursement & Payment Depo	sit	Activate		
۲	Effective Date	4/28/2025			
	Next Cancel				
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Fill out your US Banking Information

Edit Bank Account Details

New Account	
Country of Bank	
United States 💙	
Routing Number *	
	(i)
View sample check image 💿	
Bank Account Number *	
	(i)
View sample check image 💿	
Re-enter Bank Account Number *	
	(i)
View sample check image 💿	
Account Type	
Checking 🗸	

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

Terms and Conditions			
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			
Back	Submit		