

BELHAVEN UNIVERSITY

O u r S t a n d a r d i s C h r i s t

STUDENT REFUND DIRECT DEPOSIT

Q & A about Direct Deposit

Q: If I already have my work-study payroll check directly deposited will I need to complete this form too?

A: YES, your student refund is not related to your Payroll Direct Deposit.

Q: How often does BU process refunds?

A: Credit balance refunds are processed each week, excluding holidays.

Q: How will I know when my refund is posted to my bank account?

A: You can verify your deposit by calling your bank, or by checking your balance through your bank's ATM or web banking service.

Q: Can my refund be deposited into the account of my choice?

A: YES, you may choose any account for your direct deposit refund – checking or savings. You can also choose to have the money refunded to your parents' account.

Q: What happens if I change banks?

A: You must notify the Business Office immediately and complete a new authorization/enrollment form.

WHY Direct Deposit?

Quicker – Funds are usually available within 3-5 business days following posting to your Student Account.

Flexible – Direct deposits can be deposited at your local bank or the bank in your hometown.

Convenient – Direct deposit is available to you, regardless of your schedule. You don't have to be on campus or in town to receive your credit balance refund.

Safe – Direct deposit eliminates the risk of a lost or stolen check. Most problems with credit balance refunds are with paper checks, not direct deposits.



What You Need to Know, Authorization and Enrollment

Belhaven University

Business Office

(601) 968-5901

Fax (601) 968-9998

businessoffice@belhaven.edu

www.belhaven.edu

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BU STUDENT REFUND DIRECT DEPOSIT

Authorization/Enrollment Form

I hereby authorize Belhaven University to initiate automatic deposits to my account at the financial institution named below. I also authorize Belhaven University to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold Belhaven University responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Belhaven University receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Business Office.

ACCOUNT INFORMATION

(To ensure accuracy, PLEASE PRINT all information except authorized signature)

Name of Student: _____ Student ID: _____

Student Email Address: _____ Phone #: _____

(Confirmation this form has been setup in our system will be sent to this email address)

Name of Financial Institution: _____

Checking __ Savings __ Routing #: _____ Account #: _____

Authorized Signature: _____ Date: _____

Checking: Please attach a voided check.

Savings: Please attach a copy of your savings account card or letter from your bank.