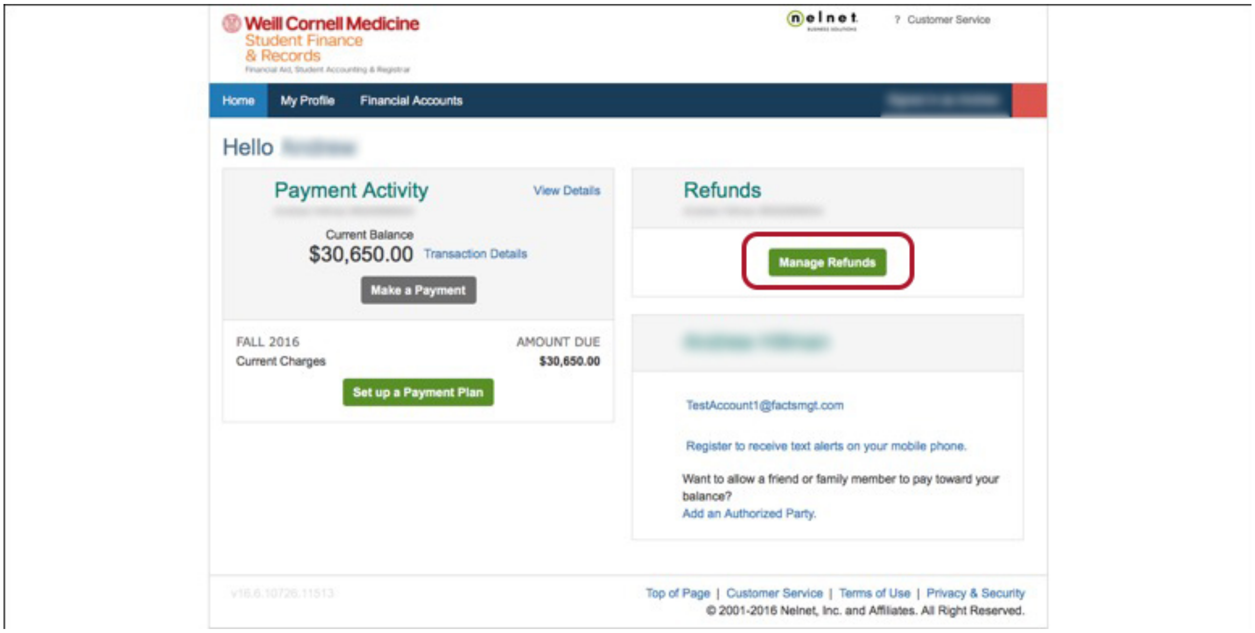
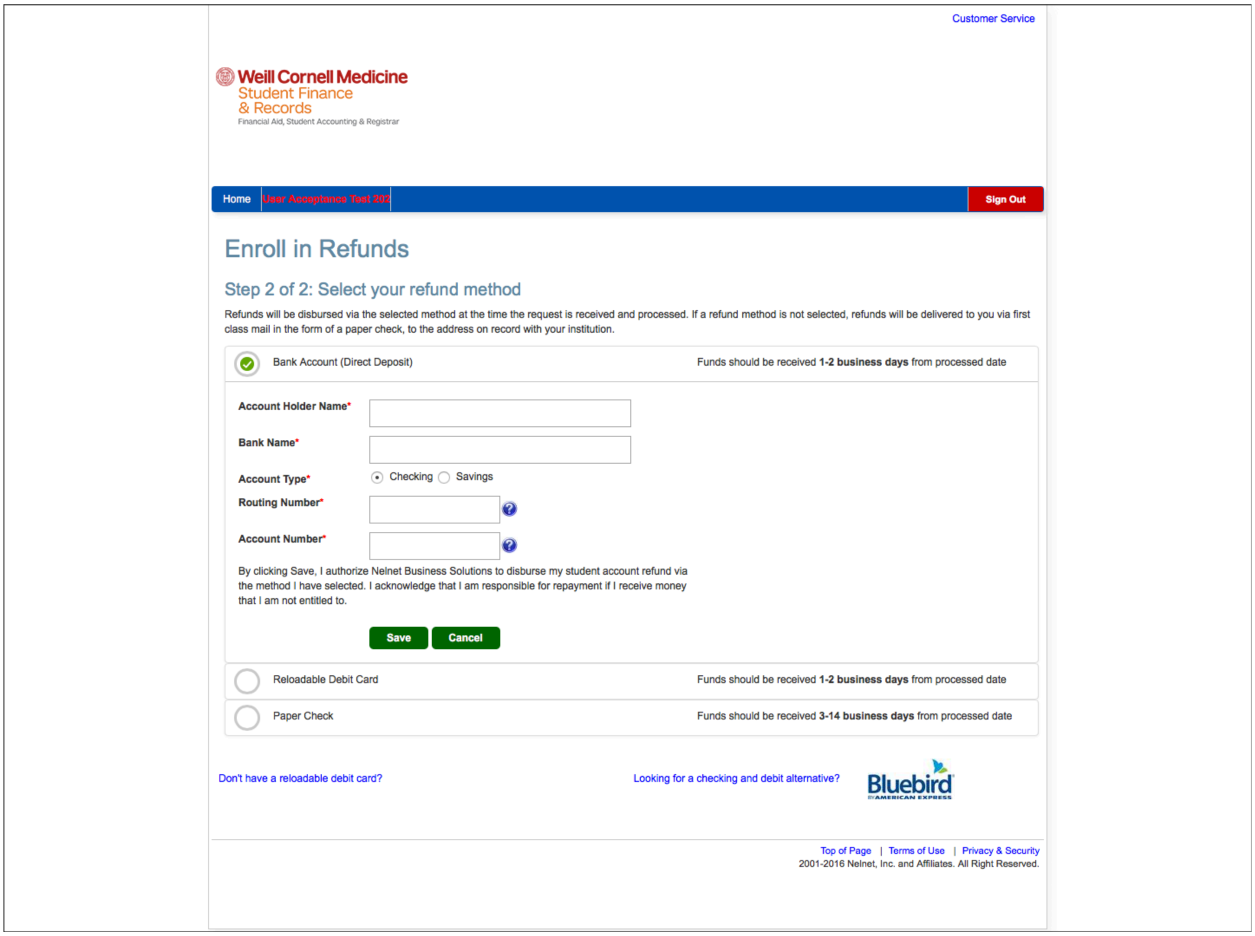
Student Billing Portal in the Student Information System

Manage Refunds

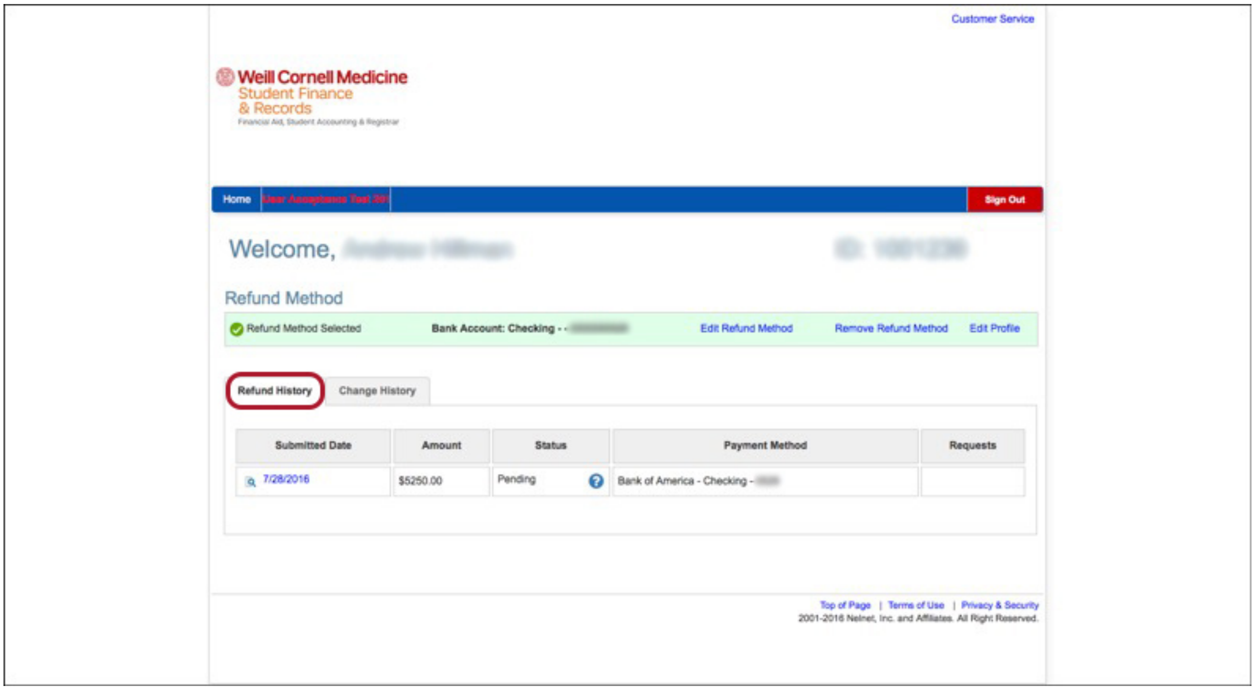
1. On the Billing home page, click the **Manage Refunds** button.



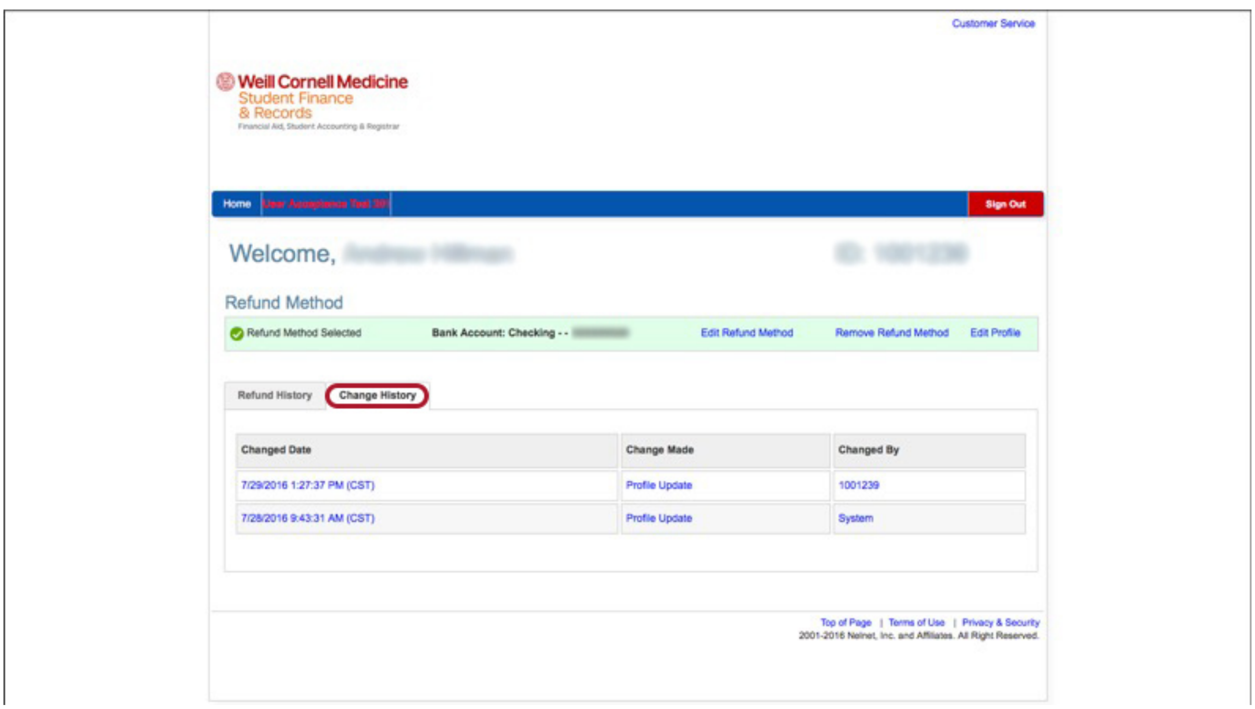
2. Select the method you would like to receive your refund, which includes Bank Account (Direct Deposit), Reloadable Debit Card, or a Paper Check. Then click **Save**.



3. Review your refund on the Home page. You can click on the **Refund History** tab and click the date to get the details of that specific refund.



4. Click the **Change History** tab to see a list of every change you have made in your account.



5. The links circled below also allow you to edit and remove refund methods, as well as edit your refund profile information, which includes your name, address, and additional contact information.