



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

ASPIRE. ENGAGE. EXCEL.

Office of Student Accounts & Accounting Services

NOTE REVISED IMPLEMENTATION DATE!

IMPORTANT INFORMATION REGARDING YOUR TUITION REFUND!

Effective the **WEEK OF MAY 16**, the College will offer a new and improved direct deposit student tuition refunding option. As a student who utilizes our current direct deposit tuition refunding option, this change affects you!

In order to ensure the security of your personal banking information during the transition to QuikPAY, **the College will delete all existing direct deposit student tuition refunding information from our system effective May 16, 2011**. After that date, all direct deposit student tuition refunds will be processed via QuikPAY. As a result, you will need to re-enroll in the QuikPAY refunding option in order to continue to receive your tuition overpayment refunds through direct deposit.

Get Started! On or after May 16, follow the instructions below to enroll in QuikPAY direct deposit student refunds:

1. **Go to** <http://www.brockport.edu> and select the "Web Banner" option from "Quick Links" located at the upper right of the homepage
2. **Log in** using your Brockport Student Number and PIN
3. **Select** the "Student Services" tab
4. **Click on** the "Student Accounts" menu
5. **Select** the "Refunds" option
6. **Follow** the instructions to securely enter your bank account and other relevant information
7. **Review** the completed form for accuracy and click on the "Confirm" button
8. **Print** and retain the "Direct Deposit Enrollment Receipt" for your records

IMPORTANT: If you do not enroll in the QuikPAY direct deposit student refunding option, all refunds issued to you after **May 16, 2011** will be in the form of a paper check, which may greatly delay the delivery of funds to you. *During the short transition period to QuikPAY, students enrolled in direct deposit refunding may receive a paper check; we apologize for any inconvenience this may cause.*

Please note these changes to direct deposit only affect refunds generated from your Brockport student account; only that banking information pertinent to tuition overpayment refunds will be deleted. **No changes** will be made to any existing payroll information relevant to College or other state agency employment.