



School of Law  
Office of Financial Aid

# Direct Deposit

## *Refund Authorization Instructions*

### 2022-23 Academic Year

Tuition for the Fall 2022 semester is due on August 1, 2022. Tuition for the Spring 2023 is due on January 3, 2023. Approved financial aid is noted as **Authorized Financial Aid** as long as all disbursement requirements have been completed and noted on your USF financial aid record. All **Authorized Financial Aid** will be credited towards your respective tuition bill. If your **Authorized Financial Aid** is sufficient to cover your semester charges, no additional steps are necessary to insure your tuition payment obligation is met.

Financial aid disbursement for the Fall 2022 is scheduled for August 12, 2022 and disbursement for the Spring 2023 is scheduled for January 3, 2023. Once financial aid is actually disbursed, it will be used to pay off all semester charges. Once all charges have been paid, if there is a credit balance on your student account, the remaining credit will then be refunded to you. Refund amounts are used to help pay for any living expenses for the semester.

***Direct deposit is the most efficient method for receiving your refund.*** Paper checks may take up to two weeks to receive. To arrange for direct deposit to your checking or savings account, please complete the online authorization. Online Instructions:

- Log on to [myUSF](#)
- Click on the link for **Student Self Service**.
- Click on the **Student Account** link and then **Direct Deposit Authorization** to enter the requested information.

You may update or change your direct deposit instructions at any time. Please allow 5 business days for the account to be verified. Refunds made prior to verification will be processed as paper checks. This information applies only to refunds of credit balances on your student. For Student Employment pay, the option to enter direct deposit information will be provided during the [New Hire Onboarding](#) process.

### **REFUND PROCESS AND REMINDERS**

Checks are mailed seven (7) working days from the date your refund is entered on the student account. Refunds as a result of an overpayment from a personal check may take up to fifteen (15) working days to process. Please note that refund checks should be cashed promptly. **Checks over 90 days old are considered stale and may be voided.** Students who are Federal Title IV (Federal Student Loans and Grants) financial aid recipients are subject to federal regulation which requires the University to return funds to the federal program if a refund check that is the result of aid is not cashed. Once the funds are returned, the University cannot request them again on your behalf and you may have an obligation to repay the University for the refund that was made to you.

\*\*\*Need help navigating myUSF, Ebill & Epay or Student Self Service? You can view USF Student Enrollment & Financial Services video tutorials at <https://myusf.usfca.edu/student-enrollment-services/vtutorials> for general information about creating direct deposit authorization, viewing a bill or hold, creating an authorized payer, or enrolling in the payment plan or visit website for additional information at <https://myusf.usfca.edu/billing-tuition/refunds>.