

CHADRON STATE COLLEGE

Direct Deposit Information for Student Refunds

To sign up for Direct Deposit:

- Login to your MyCSC Account and click on the Accounts tab
- Click on “Direct Deposit Information”
- Add your routing number and bank account number in the corresponding boxes
- Read and check that you have read the Terms and Conditions
- Click Submit

You must have this completed before the refund is processed.

If you elect to sign up for Direct Deposit, your student refund could be in your bank account anywhere from 3-5 business days after refund processing. Direct Deposit not only speeds up the receipt of your refund but also eliminates the possibility of lost checks through mailing or waiting in the line at the Business Office.

If you have not signed up for Direct Deposit, refunds processed today should arrive in the Business Office within 7-10 business days (could take longer as different situations arrive from COVID-19). If you have not signed up for direct deposit, all refund checks will be mailed to the permanent address on file, once we receive them in the Business Office. Please check that your address is up-to-date and correct. We will not hold any refunds in our office during this time.

Students who have direct deposit banking information on file with the college for payroll purposes will also need to enter banking information into MyCSC for the direct deposit of student refunds

It is extremely important that accurate bank account information be entered. The direct deposit process will fail if incorrect bank information is entered and/or if a bank account was closed and MyCSC has not been updated. A paper check will be processed in the event of a direct deposit failure and may delay the receipt of your student refund.

If you are having trouble signing up for Direct Deposit, please call or email the Business Office at 308-432-6240 or businessoffice@csc.edu.

