

ACH Refund

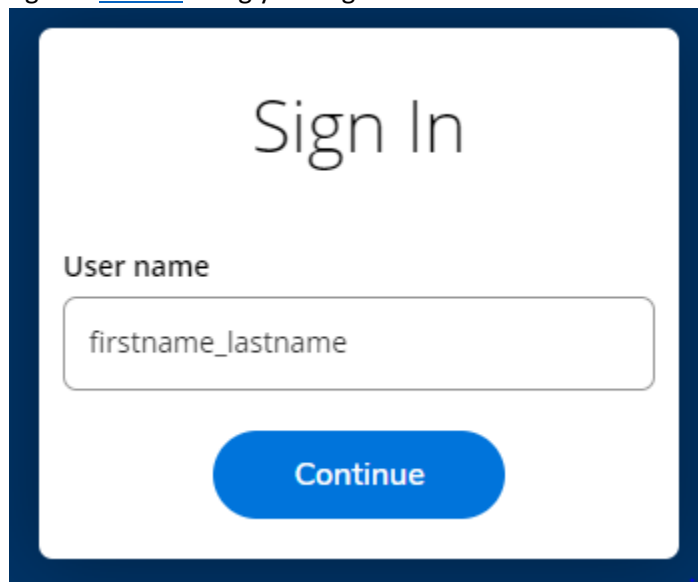
Clarke University offers an excellent service that allows you to have your credit balance deposited directly into your bank account!

Quick-You will have access to funds sooner and don't have to rely on the mail.

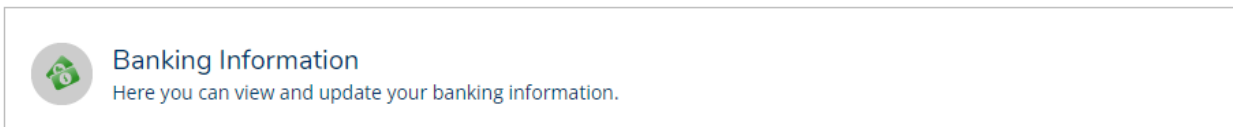
Secure-Direct deposit is additional protection against theft or time delays from lost checks.

Convenient-Clarke University will deposit your refund directly into your bank account. Setting up your payment profile information in [CUHub](#) will electronically deposit your refund into your account.

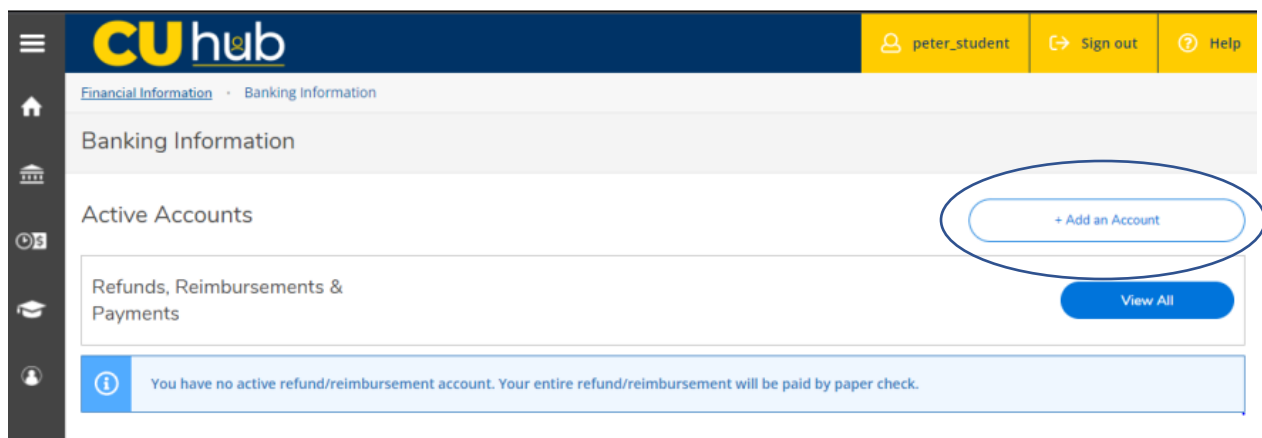
1. Log into [CUHub](#) using your login credentials

A screenshot of the CUHub Sign In page. It features a dark blue header with the text "Sign In" in white. Below the header is a white box containing a "User name" label, a text input field with the placeholder "firstname_lastname", and a blue "Continue" button.

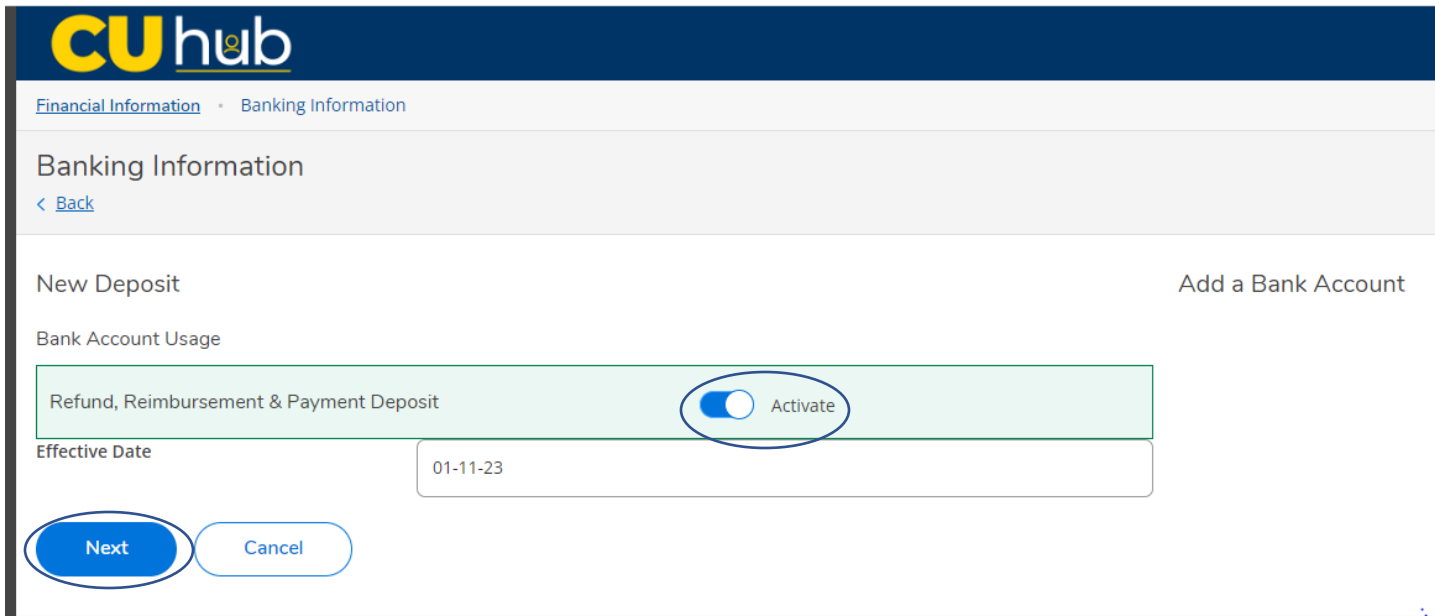
2. Select the Banking Information button.

A screenshot of the Banking Information button. It consists of a green circular icon with a white dollar sign and a green arrow, followed by the text "Banking Information" and a subtitle "Here you can view and update your banking information."

3. The screen below will display if you do **NOT** have a bank account linked. Select the Add an Account button.

A screenshot of the CUHub Banking Information page. The page has a dark blue header with the CUHub logo and a navigation bar with "peter_student", "Sign out", and "Help". The main content area is titled "Banking Information" and includes a section for "Active Accounts" with a "+ Add an Account" button circled in blue. Below this is a section for "Refunds, Reimbursements & Payments" with a "View All" button. A light blue banner at the bottom states: "You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check."

4. To add a bank account for your refund to get direct deposited into, select the **Activate** button and then **Next**.



The screenshot shows the CU Hub Banking Information page. At the top is the CU Hub logo. Below it are links for Financial Information and Banking Information. The main heading is "Banking Information" with a "Back" link. The section "New Deposit" has a link "Add a Bank Account". Under "Bank Account Usage", there is a green bar with "Refund, Reimbursement & Payment Deposit" and an "Activate" toggle switch. Below this is the "Effective Date" field with the value "01-11-23". At the bottom are "Next" and "Cancel" buttons.

CU hub

[Financial Information](#) • [Banking Information](#)

Banking Information

[Back](#)

New Deposit Add a Bank Account

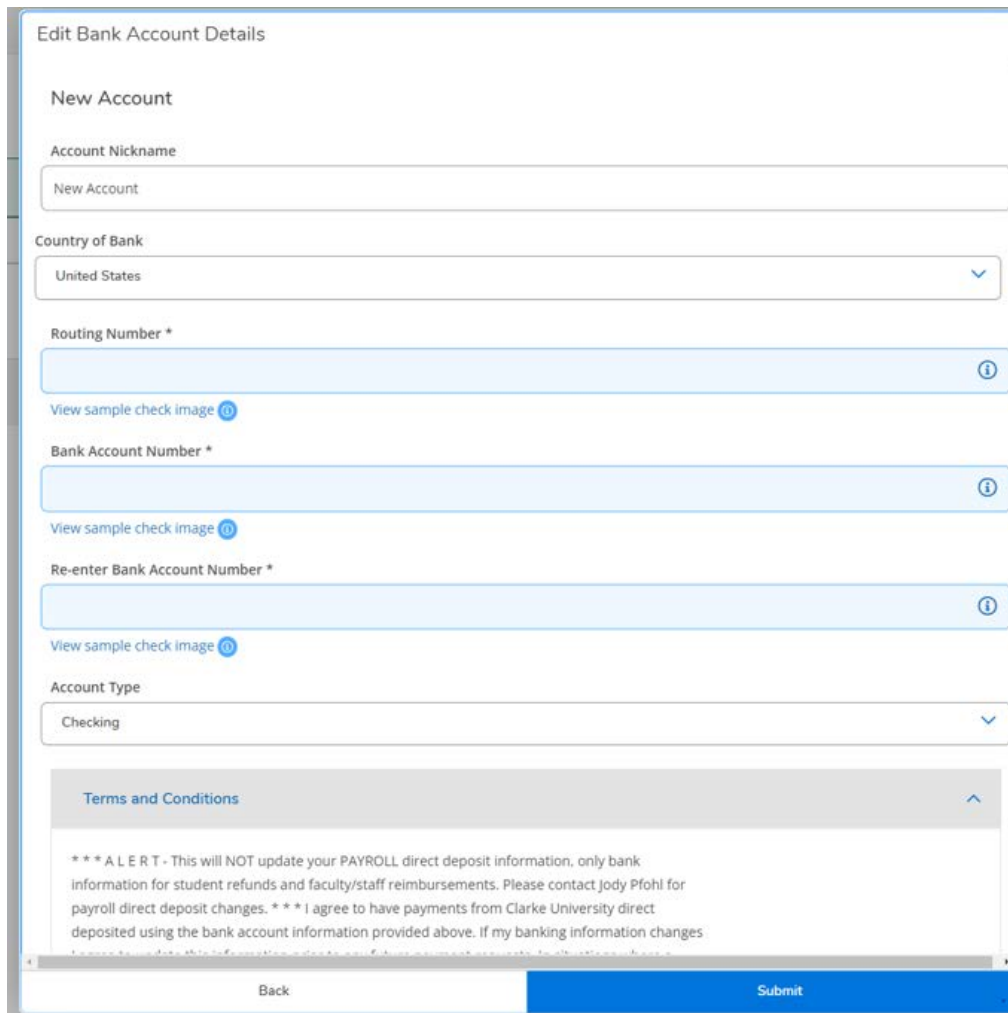
Bank Account Usage

Refund, Reimbursement & Payment Deposit Activate

Effective Date 01-11-23

Next Cancel

5. Enter your bank information on this screen. It is essential to enter this accurately, as this is where your funds will be deposited



The screenshot shows the "Edit Bank Account Details" form. It includes fields for "New Account" (Account Nickname), "Country of Bank" (United States), "Routing Number" (with a "View sample check image" link), "Bank Account Number" (with a "View sample check image" link), "Re-enter Bank Account Number", and "Account Type" (Checking). At the bottom is a "Terms and Conditions" section with a warning about payroll direct deposit information. The form has "Back" and "Submit" buttons at the bottom.

Edit Bank Account Details

New Account

Account Nickname

New Account

Country of Bank

United States

Routing Number *

[View sample check image](#)

Bank Account Number *

[View sample check image](#)

Re-enter Bank Account Number *

[View sample check image](#)

Account Type







Checking

Terms and Conditions

*** A L E R T - This will NOT update your PAYROLL direct deposit information, only bank information for student refunds and faculty/staff reimbursements. Please contact Jody Pfohl for payroll direct deposit changes. *** I agree to have payments from Clarke University direct deposited using the bank account information provided above. If my banking information changes

[Back](#) Submit

6. The screen below will display when logging in if you already have a bank account linked in CUHUB. Please take a moment to verify it is correct and update it if needed.



[Financial Information](#) · [Banking Information](#)

Banking Information

Select an Address: Default Account ▾

Active Accounts

+ Add an Account

Refunds, Reimbursements & Payments

Verification

View All

Security State Bank	✓ Verified	>
---------------------	------------	---