How to sign up to receive refunds via Direct Deposit

Direct deposit is simple to enroll in and a safe/secure way to receive your refund. It is an available alternative to receiving a paper check.

**Step 1:** Visit mygeneva.edu and log in.

![Image of GENEVA COLLEGE login interface]

**Step 2:** Click the “Student Information” tab.

![Image of GENEVA COLLEGE student information interface]

**Step 3:** Click the “Student Financial Services” tab.

![Image of GENEVA COLLEGE student financial services interface]
Step 4: Scroll down to the bottom of the page and click the “Go To My NelNet Account” button.

Step 5: Click on the “Manage Refunds” button on the right side of the page.

Step 6: Your profile information will be imported from your MyGeneva account and cannot be edited. If you want, you can add an additional email address to receive a notification when your refund has been processed. Additional emails must be a student email, not a parent email. Click “Next”.

Enroll in Refunds
Step 1 of 2: Profile Information
Welcome, [Name]

Student Information
First Name
Last Name
ID
Email Address

Mailing Address
This address is based on your official address in the Geneva Information System. If you wish to change this address, please update your Personal Info on myGeneva.edu
Secondary Email
Email Address

Next
Step 7: Click on Bank Account (Direct Deposit). This is the only option available.

Step 8: Enter the requested information and click “Save.” Make sure you are using the “Routing Number” from a “Check” and not a “Deposit Slip.” They are two different numbers and your direct deposit will not be processed if incorrect.

You have now registered to receive your refund from Geneva College by Direct Deposit into your account! If at any time your account information changes it is your responsibility to make sure you edit your account information. Failure to keep your account information current will result in your refund being delayed and/or processed by paper check.

If you have any further questions on how to sign up for direct deposit, email us at SFS@geneva.edu or call 724-847-6530.