









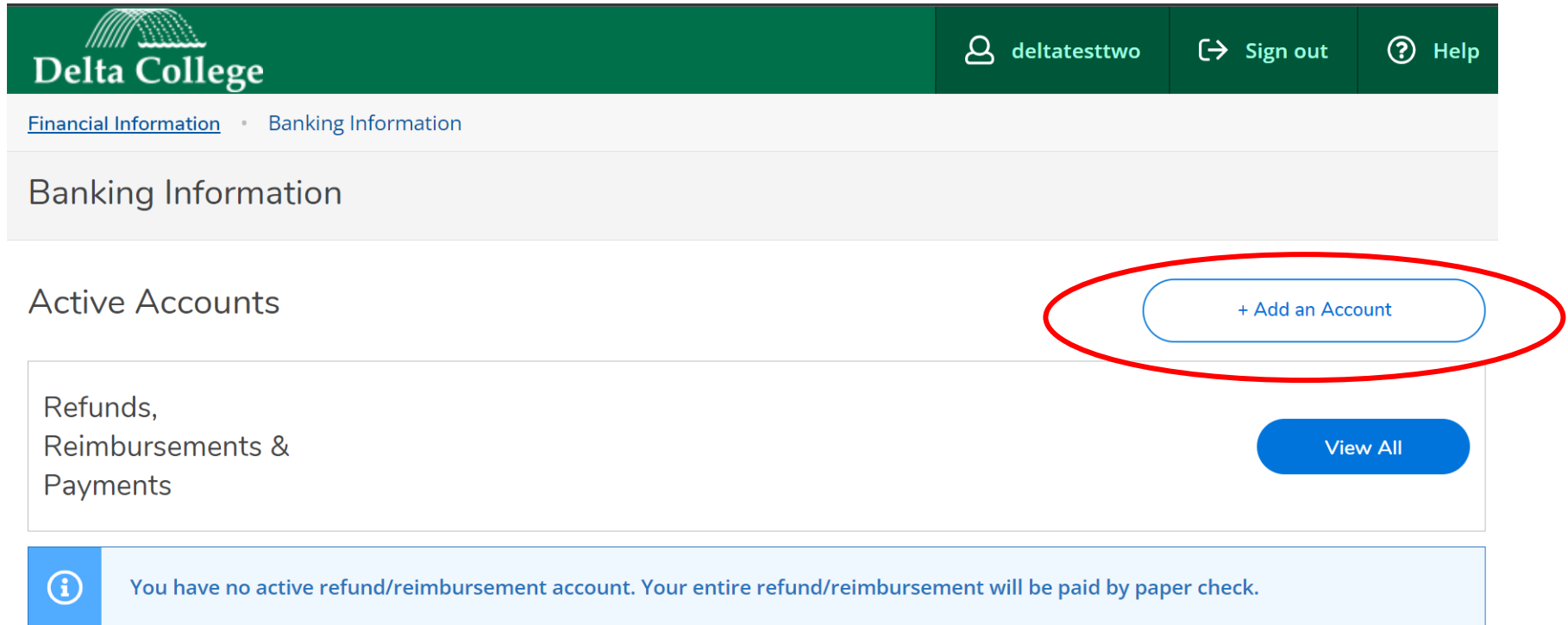
To add a bank account for student refunds

1) Go to Student Self-Service and click Banking Information

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

 Student Billing Here you can view your latest statement and make a payment online.	 Financial Aid Here you can access financial aid data, forms, etc.
 Tax Information Here you can change your consent for e-delivery of tax information.	 Banking Information Here you can view and update your banking information.
 Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.	 Student Planning Here you can search for courses, plan your terms, and select courses.
 Course Catalog Here you can view and search the course catalog.	 Grades Here you can view your grades by term.

2) Click Add an Account



The screenshot shows the Delta College website's Banking Information page. The top navigation bar is dark green with the Delta College logo on the left, and user information 'deltatesttwo', 'Sign out', and 'Help' on the right. Below the navigation bar, there are breadcrumb links for 'Financial Information' and 'Banking Information'. The main heading is 'Banking Information'. Underneath, there is a section for 'Active Accounts' which contains a blue button labeled '+ Add an Account'. This button is circled in red. Below the 'Active Accounts' section, there is a box for 'Refunds, Reimbursements & Payments' with a blue 'View All' button. At the bottom, a light blue banner with an information icon contains the text: 'You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.'

Delta College

deltatesttwo Sign out Help

Financial Information • Banking Information

Banking Information

Active Accounts


+ Add an Account

Refunds, Reimbursements & Payments

View All

i You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.

3) Click the toggle button to Activate and then click Next

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

Banking Information

[< Back](#)

[New Deposit](#) [Add a Bank Account](#)

Bank Account Usage

Refund, Reimbursement & Payment Deposit Activate

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4) Enter banking information, read and agree to the terms and conditions, and then click Submit

Edit Bank Account Details

New Account

Account Nickname

New Account

Country of Bank

United States

Routing Number *

[View sample check image](#)

Back Submit

Edit Bank Account Details

When you submit updated banking information, direct deposits of money proceed to student bank accounts within 24 hours of the student receiving a Delta College Direct Deposit acknowledgement email. The acknowledgement email states a payment amount has been credited to your bank account and will provide the bank routing/account number. It is the student's responsibility to maintain accurate banking information on the Delta College Portal. If the funds are not received in your bank account within three business days, please contact studentbilling@delta.edu. Delta College assumes no responsibility for funds not received. Any direct deposit arrangement may be terminated at any time by Delta College. This authority is to remain until Delta College has received written notification of its termination in a timely manner or until all bank account information has been deleted from Self Service. If at any time your deposit can not be processed, due to your account being closed, or for any reason, Delta College will not issue a replacement payment until the receiving financial institution has either returned or guaranteed return of said funds to the College. Direct deposit provides additional security to students and the college because it reduces the potential for lost checks and check fraud. Any accepts of fraud by this transaction could be subject to felony prosecution under both federal and state laws. Cancellation of this authorization may be accomplished by selecting delete on this Bank Account Authorization form. Your acceptance of the Direct Deposit Terms and Conditions authorizes the College to deposit funds in your specified account by a process known as an electronic funds transfer (EFT) from our originating bank. The process involves submission of an encrypted file through FTPO, which is covered by a number of Federal regulations designated to safeguard the integrity of your account information. By checking the "I agree" checkbox below, I agree to the terms and conditions listed here. Please contact studentbilling@delta.edu with any questions.

I agree to the terms and conditions

Back Submit

5) The new account will show as “Not Verified”. Once the account is pre-noted the status will show “Verified”. All new accounts are typically pre-noted on Thursday afternoons.

You should get an email from Student Billing notifying you of the account change.

For assistance, please reach out to the Student Billing Office at 989-686-9333 or studentbilling@delta.edu

Please note: direct deposit information must be entered at least 9 days before the anticipated refund to allow time for the information to be validated.

The screenshot shows a web interface with a red header bar. Below the header, there are two navigation links: "Financial Information" and "Banking Information". The "Banking Information" link is selected. Below the navigation links, the page title "Banking Information" is displayed. Underneath, the section "Active Accounts" is shown. This section contains a table with two rows. The first row has two columns: "Refunds, Reimbursements & Payments" and "Verification". The second row has two columns: "New Account" and "⚠ Not Verified".

Active Accounts	
Refunds, Reimbursements & Payments	Verification
New Account	⚠ Not Verified