

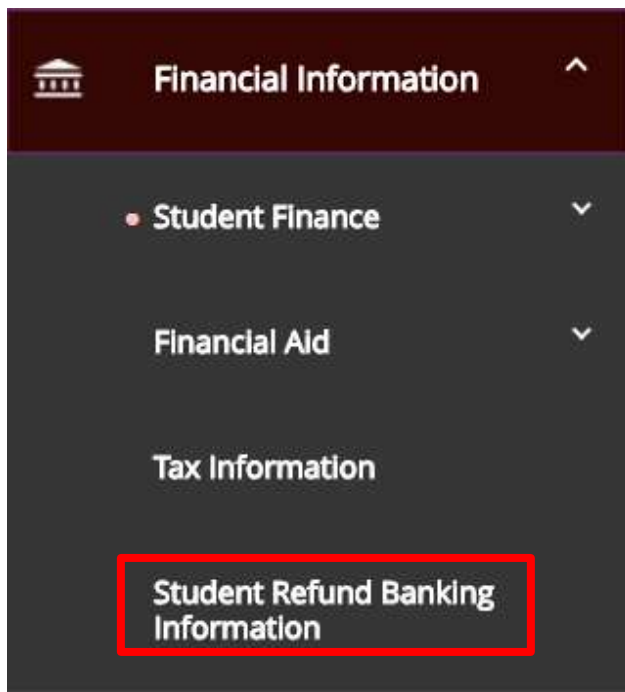
*****Direct Deposit for Student Account Refunds*****

Student Account refunds are issued via direct deposit.

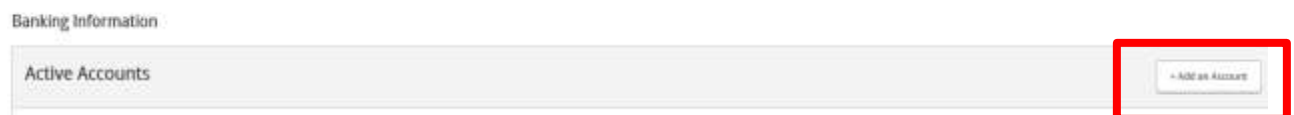
The following steps must be completed 3 weeks prior to the beginning of an academic term.

Students who are approved to receive federal financial aid funds in excess of the amount necessary to cover tuition, fees and room and board will automatically be issued a refund 14 days after the start of the term.

- Visit www.su.edu
Find the Login to Hornet Hub, link found in menu at the bottom of the home page under the Technology section
- Enter User Name, Password, and click Sign In
- Hello, Welcome to Hornet Hub! screen will appear
- Select Student Finance
- From the left menu click on the Financial Information tab
- Select the Student Refund Banking Information tab



- Click on Add an Account



- The Effective Date will auto-populate with today's date. Click Next.

The screenshot shows a web form titled "Add a Bank Account". Under the "Bank Account Usage" section, there is a toggle for "Refund, Reimbursement & Payment Deposit" which is turned on. Below this, the "Effective Date" field is highlighted with a red box and contains the date "4/28/2017". At the bottom right of the form, the "Next" button is also highlighted with a red box.

- Complete the following fields: Account Nickname, Country of Bank, Routing Number, Bank Account Number, Re-enter Bank Account Number, Account Type.

Sample of where to obtain information from your check:

The image shows a sample check with various fields. At the top right, there is a MICR line with the number "0123" and "01-2345/6789". Below this, there are fields for "NAME", "ADDRESS", "CITY, STATE ZIP", and "DATE". The "PAY TO THE ORDER OF" field is followed by a dollar sign and a box for the amount. Below that, there is a "BANK NAME" field, followed by "ADDRESS", "CITY, STATE ZIP", and "FOR". At the bottom, there are three MICR lines: "⑆0 ⑆23456789⑆", "⑆0 ⑆234567890 ⑆23⑆", and "⑆0 ⑆23". Below these lines, there are labels for "Bank Routing Number", "Bank Account Number", and "Check Number".

IMPORTANT NOTES:

- Direct deposit refunds are only valid with United States bank accounts. You must have a United States bank account in order to participate. International Students will need to open a local bank account. ATMs for Wells Fargo and BB&T are available in the Brandt Student Center.
- You can find your bank information listed on your check, on your bank statement or you may request direct deposit information from your bank.
- If you would like for the refund to go to your parent, please enter your parent's banking information instead of your own.
- Refunds may only be deposited in to ONE bank account.
- If your bank account information changes you will need to add a new account, as you are unable to edit existing accounts. If this change is made outside of the required dates for bank account information entry, your first disbursement may be delayed or issued by alternate means.

- You will receive an e-mail notification when the direct deposit e-check process has been completed. Depending on individual bank processing times, please allow up to 4 business days from the E-Check date for your funds to appear in your bank account. If you do not receive the funds in the allotted 4 days or if you have additional questions, please contact Hornet Central at (540) 665-4514 or email hornetcentral@su.edu.

Edit Bank Account Details

New Account

Account Nickname: New Account

Country of Bank: United States

Routing Number: 051000020
SUNTRUST

Bank Account Number: *****6789

Re-enter Bank Account Number: *****6789

Account Type: Checking

- Review the information you have entered for accuracy.
- After you have entered all of the required information, read the terms and conditions.
- Check “I agree to the terms and conditions” and click Save.

Terms and Conditions

I give authorization to Shenandoah University to direct deposit any excess funds in my student account to this bank account. I further agree that I am responsible for the accuracy of the bank information provided and confirming receipt of these funds. If I provide incorrect bank information or close my bank account I will not receive payment until the funds have been returned to Shenandoah University. An e-mail notification will be sent by Hornet Central with information regarding returned funds and a new refund date. This bank account information is for student account refunds only. If I have a work study position, bank account information for work study direct deposit must be updated directly with the Payroll office.

I agree to the terms and conditions

Cancel Back Save

- A screen reflecting your active accounts will now pop up. **(Please note that your account's verification status will remain "Not Verified" until the University has confirmed that this is a valid bank account.** Please be aware that the validation process only confirms that the account is valid, not the specific owner of the account. Per the terms and conditions, you are responsible for the accuracy of your bank account information.)
- Sign out of Hornet Hub