

# How to set up direct deposit of tuition and fee refunds

- This process is separate from direct deposit for payroll. If you work for CU Boulder and you are also enrolled, you'll need to do both.
- Refunds can result from dropping classes, financial aid, etc.
- Refunds (except for parent loans) are returned to students.
- To set up direct deposit, you will need a U.S. checking or savings account in your name, your bank routing number and your account number. Credit, debit or Buff OneCard numbers are not routing numbers. Your bank routing number is a nine-digit code that identifies your bank. It can usually be found on your bank's website or you can call them directly.



Step 1: Log in to [Buff Portal](http://buffportal.colorado.edu) (buffportal.colorado.edu).

example

## Log in to Buff Portal

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**CU Login Name**

  
**Identikey Password**

Check this box to view your [Digital ID Card](#) and reset release approvals before logging into the service. [Learn More...](#)

[Continue](#)

Trouble signing in? [We can help.](#)

To ensure you end your session with Federated Identity Service, you will need to quit your web browser when you are finished. Leaving your browser open may make you more vulnerable to another user gaining access through your account.

**Note:** Due to the nature of this authentication page loading dynamically per service, **DO NOT** bookmark the URL in your browser's address bar. Instead, bookmark the service URL (e.g. <https://voicethread.colorado.edu> or <https://qualtrics.colorado.edu>).

Step 2: Locate the Tuition & Fees card. It will be on the main Buff Portal page. Then click **Account Setup**.

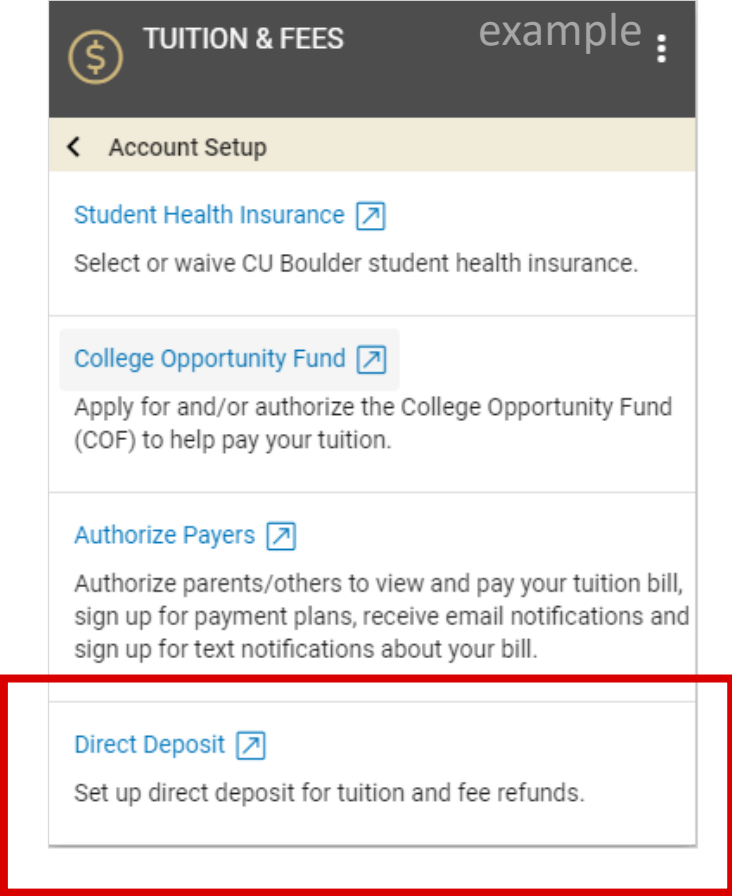
The screenshot shows the Buff Portal interface for the University of Colorado Boulder. The page is titled "example" in the top right corner. The main navigation bar includes the university logo, the name "University of Colorado Boulder", and the "Buff Portal" title. A hamburger menu icon is on the left, and notification, help, and user icons are on the right.

The main content area is divided into three columns:

- Left Column:** "HOLDS AND TO-DOS" section with a notification "You have 1 hold(s)" and "You have 6 to-do(s)". Below this is the "TUITION & FEES" section, which is highlighted with a red box. It contains a "Balance Summary" link, an "Account Setup" link, and several announcements, including "Spring 2020 payment plans are available now." and "Payment for tuition & fees is due February 5."
- Middle Column:** "CLASS SCHEDULE" for Fall 2019. It features a "Grid" view and a "WAITLISTED" toggle. The grid shows a weekly schedule from Thursday (12-19) to Monday (12-23) with time slots from 8 AM to 5 PM.
- Right Column:** "Academic Calendar" section with a text description and links for "View academic calendar", "303-492-6970", "registrar@colorado.edu", and "Contact the Office of the Registrar".

At the bottom of the page, there is a "PROVIDE FEEDBACK" button and a "Thank you for testing Buff Portal" message with a gold bear icon.

Step 3: Click **Direct Deposit**.



Step 4: Read the authorization and disclosure, and then click **Next**.

University of Colorado Boulder example Back to Buff Portal

Account Services > Direct Deposit

1  
STEP 1

2  
STEP 2

3  
STEP 3

4  
STEP 4

**Direct Deposit Student Refunds**

I hereby authorize the University of Colorado to :

1. Deposit credit balances from my tuition and fee account via electronic transfer of funds to my account at the financial institution that I designate.
2. Credit my checking or savings account with these funds.
3. Initiate, if necessary, debit entries and adjustment for any credit entries in error to my account.

I understand that:

1. Once I have signed up for direct deposit, any future credit balance will automatically be deposited in my financial institution account. For degree-seeking students at the Boulder campus, this includes the required enrollment deposit (less any outstanding charges) which will be deposited approximately 4-6 weeks after graduation or separation.
2. This direct deposit authorization does NOT authorize the university to withdraw money from my account for tuition and fee charges.
3. The deposit will show on my financial institution account approximately two to three business days after the credit appears on my university tuition and fee account.
4. I should contact my financial institution to verify receipt of funds.
5. I acknowledge that the origination of direct deposit transaction to my account must comply with the provisions of U.S. law. I also understand that I cannot cancel this authorization through any third parties, including my financial institution, but must cancel this authorization by deleting my account using the following pages, or contacting my campus Bursar's Office in writing or email.
6. Refunds reflect current activity on each campus's bursar account. I realize I may be assessed future charges if I change my schedule, enroll in a waitlisted class, or receive a financial aid adjustment. If I am enrolled at more than one campus, I understand I may have a separate bill that may still need to be paid.

**Student choice in direct deposit banking:**

1. If you have an existing bank account in your name, set up direct deposit for refunds using that account.
2. If you do not have a bank account, you can choose to open an account with any U.S. banking institution. You can change your selection at any time.
3. Disclosure: Some CU campuses have agreements with U.S. banking institutions. You have the option to open an account with one of these banking institutions, but you are not required to do so. See information and agreements below.

[CU Boulder](#)

[CU Colorado Springs](#)

CANCEL NEXT

Step 5: Enter your banking information and click **Next**.

The screenshot shows a web interface for the University of Colorado Boulder. At the top left is the university logo and name. At the top right is a user profile labeled 'example' with a 'Back to Buff Portal' link. Below the header is a breadcrumb trail: 'Account Services > Direct Deposit'. A progress bar indicates four steps: STEP 1, STEP 2 (highlighted in gold), STEP 3, and STEP 4. The main content area is titled 'Direct Deposit Student Refunds' and contains a 'Bank Account Details' section. This section is highlighted with a red border and includes a dropdown menu for 'Account Type', and text input fields for 'Routing Number', 'Bank Account Number', and 'Confirm Account Number'. A note below the fields states: 'Do not use your debit card number. Contact your bank if you do not know your associated account number. Do not include special characters.' At the bottom right of the form are three buttons: 'CANCEL', 'PREVIOUS', and 'NEXT'.

University of Colorado Boulder

example [Back to Buff Portal](#)

Account Services > Direct Deposit

1 STEP 1 2 STEP 2 3 STEP 3 4 STEP 4

Direct Deposit Student Refunds

Bank Account Details

Account Type

Routing Number

Bank Account Number

Confirm Account Number

Do not use your debit card number. Contact your bank if you do not know your associated account number. Do not include special characters.

Step 6: Confirm the information and click **Submit**. If your banking information changes, you'll need to update this information.

University of Colorado Boulder example [Back to Buff Portal](#)

Account Services > Direct Deposit

1 STEP 1   2 STEP 2   3 STEP 3   4 STEP 4

Direct Deposit Student Refunds

Bank Account Type	Checking
Bank Name	ELEVATIONS CREDIT UNION
Routing Number	307074580
Bank Account Number	*****1323

[CANCEL](#) [PREVIOUS](#) [SUBMIT](#)

Step 7: Next you will see a confirmation page. When you see a credit on your tuition account and you have set up direct deposit, refunds will be deposited into your bank account in 2-3 business days, depending on your bank.

The screenshot shows a web interface for the University of Colorado Boulder. At the top left is the university logo and name. At the top right, the word "example" is displayed next to a close button, with a link "Back to Buff Portal" below it. A search bar labeled "Result" is positioned below the header. A horizontal progress bar contains four steps: "STEP 1", "STEP 2", "STEP 3", and "STEP 4", with right-pointing chevrons between them. Below the progress bar, the heading "Direct Deposit Student Refunds" is followed by a green confirmation message: "✓ Thank you. Your request has been submitted."