



Direct Deposit of Student Refund Form

To begin direct deposit of your student refunds, please complete the information below and return this form to the Tuition Accounts Office, Allison Building, 3rd Floor, Room 312 or by Email: ta@columbiasc.edu.

NAME (please print): _____

STUDENT ID: _____

EMAIL ADDRESS: _____

CELL PHONE NUMBER: _____

NOTE: This information will remain in effect unless the student notifies the Tuition Accounts Office of any changes to student's information.

I recognize that any refund is specific to a single academic term and that it does not indicate a zero balance for any other term or my account in its entirety. In the event of withdrawal from Columbia College, I realize I may be responsible for repaying all or part of my refund plus any increase to my balance that may result. I further understand I may have to repay any balance due Columbia College in the event of partial or full loss of my financial aid for any reason. I acknowledge this balance may include but is not limited to, tuition, fees, fines, interest, and administrative and collection costs.

Student's Signature _____

Date _____

Once Columbia College has processed your information through Paymerang, you will receive an invitation via email with directives on how to establish your direct deposit account. Please note this information will be sent to you from PAYMERANG, a third-party payment processor for refunds.

The email invite link to set up your ACH will come from notifications@paymerang.com. Please check your spam/junk folder if you don't receive it in your inbox. You're going to click the "Enroll" button and follow the system prompts to enroll. We have included the steps of enrollment below.

Please be sure that you are using a computer (not a mobile device), that your browser is set to either Chrome or Firefox, and that you have enabled cookies before attempting to enroll in ACH (direct deposit). It is also helpful to have the applicable bank routing and account number available.

How to enable Cookies in various browsers:

Chrome

Click 3 dots in right top corner. Click "Settings"
Click "Advanced" dropdown on the left side.
Click "Privacy & Security" – then "Site Settings" – then click "Cookies and other site data"
Allow all cookies to save and read cookie data (recommended) must be ON
Block third party cookies must be OFF

Edge

Click 3 dots in right top corner. Click "settings"
Click "Advanced" dropdown on the left side.
Click "Privacy & Security"
In "Cookies" dropdown, select "Don't block cookies"

Firefox

Click 3 lines in the right top corner.

Click "Content Blocking". It will open "Privacy and Security" tab

There are 3 options for content blocking on top. Have "Standard" option ON Other options OFF

Mac – Safari

In Safari go to "Preferences"

Uncheck the box next to "Block all cookies"

Uncheck the box next to "cross-site tracking"

Instructions for Enrollment:

1. Select the "Click Here to Enroll" link within the email invitation
2. The link will direct you to the "Create Your Paymerang Password" screen
3. Enter a password that is at least 8 characters, and meets 3 of the 4 qualifying rules on the screen
4. Click "SUBMIT" once both password fields match
5. Upon successful password creation, you will be directed to the Paymerang Hub login screen
6. Enter your email address and select "NEXT"
7. Enter the password previously created and select "SUBMIT"
8. Select either TEXT or VOICE to receive a 6-digit security code to the phone number ###-###-####
9. Enter the security code and select "CONFIRM"
10. You should be dropped onto the ACH ACCOUNT INFO screen. If you see an empty Payment History page, select the ADMIN menu, then ACH INFO, and continue with the steps below.
11. Enter the Routing and Accounting Number – select "NEXT"
12. Select the Account Category (Savings or Business) and Account Type (Personal or Business) – select "NEXT"
13. Enter your Name, Title and Email – select "NEXT"
- 14. Review the ACH Credit Authorization and check the box – select "SUBMIT"**
15. You have successfully completed ACH enrollment!