

## HOW TO CREATE YOUR STUDENT CHOICE REFUND INFORMATION

The Student must log into the MyMU Portal. Once logged in, select the Student Accounts tab. Under the **Nelnet My Account Info**, select Pay Using Nelnet

Nelnet My Account Info

To refresh and view balances, click the account balances link below

[My Account Balances](#)  
[Course and Fee Statement](#)

### Pay Using Nelnet

Use the Year / Term drop down to select a different year and term to view.

Transaction History			
Date	Description	Charge	Credit
08/16/2017	Student Account Payment ph		149.00
08/11/2017	Tuition - DPT Program	10184.00	
08/11/2017	Activity / Access Fee - DPT	89.00	
08/11/2017	Physical Therapy Lab Fee	417.00	
08/11/2017	Physical Therapy Prof. Fee	417.00	
08/01/2017	NC Forgivable Educ. Loan PEND		7000.00
08/01/2017	Fed. Direct Ln (unsub) PROC		3958.00

Your balance due is **0.00**  
If you will have Financial Aid for the chosen Year and Term, before proceeding with e-Cashier, have your Financial Aid Award information available.

[Pay using Nelnet](#)

If you are a new online payer, the **student** will need to review the information under create account and select **Next**.

## Create Account

### Contact Info

Welcome. Please take a few moments to review and complete your contact information.

#### Name

Prefix	<input type="text" value="-- None --"/>
First Name*	<input type="text"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text"/>
Suffix	<input type="text" value="-- None --"/>

To complete the Online Account Profile, the **student** must answer security questions and click Submit.

**Create Account**

Online Account Profile

Security Questions

Telephone ID Question 1\* -- Select -- ?

Question 1 Answer\*

Telephone ID Question 2\* -- Select -- ?

Question 2 Answer\*

Submit Back

Next, the **student** will then come to the Nelnet Landing Page. The student will select **Manage Refunds**

METHODIST UNIVERSITY

nelnet CUSTOMER SERVICE

Home My Profile Financial Accounts

Signed in as

Hello

Payment Plan & Billing View Details |

Current Balance  
**\$966.00** Transaction Details

Make a Payment

FALL 2017 AMOUNT DUE  
Current Charges **\$966.00**

Refunds

Manage Refunds

TestAccount1@factsmgt.com

Register to receive text alerts on your mobile phone.

Want to allow a friend or family member to pay toward your balance?  
Add an Authorized Party.

v17.6.10808.11048

Customer Service | Terms of Use | Privacy & Security  
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The student will verify the information. The Student Information is provided by the University and cannot be changed. If you wish to provide a secondary email other than your Methodist student email, enter the email address in the Secondary Email section provided (for purposes of the guide, a generic email is used). Click Next:

Home **User Acceptance Test 202**

## Enroll in Refunds

Step 1 of 2: Profile Information

Welcome, [Redacted]

### Student Information

First Name [Redacted]  
 Last Name [Redacted]  
 ID [Redacted]  
 Email Address [TestAccount1@factsmgt.com](mailto:TestAccount1@factsmgt.com)

### Mailing Address

The school has chosen to provide the address.

### Secondary Email

Email Address

**Next**

Click the radio button for Direct Deposit and complete the information. The funds should be received within 1-2 business days after processing. **Please verify your account information before clicking save!** If any information is incorrect, you will be mailed a check to your home address. **Methodist can no longer issue you a paper check to be picked up at the Office of Student Accounts.**

## Enroll in Refunds

### Step 2 of 2: Select your refund method

Refunds will be disbursed via the selected method at the time the request is received and processed. If class mail in the form of a paper check, to the address on record with your institution.

Bank Account (Direct Deposit)

Account Holder Name\*

Bank Name\*

Account Type \*  Checking  Savings

Routing Number\*  ?

Account Number\*  ?

By clicking Save, I authorize Nelnet Campus Commerce to disburse my student account refund via the method I have selected. I acknowledge that I am responsible for repayment if I receive money that I am not entitled to.

**Save** **Cancel**

You will be directed to the profile page. Here you may (1) Edit Your Refund Method, (2) Remove Refund Method, or (3) Edit Profile. The only information you can edit on your profile is the Secondary Email Address.

## Refund Method

✓ Refund Method Selected

Bank Account:

[Edit Refund Method](#)

[Remove Refund Method](#)

[Edit Profile](#)

### Change History

Changed Date	Change Made	Changed By
<a href="#">8/28/2017 1:08:45 PM (CST)</a>	Profile Update	<input type="text"/>
<a href="#">8/28/2017 1:04:21 PM (CST)</a>	Profile Update	<input type="text"/>
<a href="#">8/28/2017 1:04:21 PM (CST)</a>	Profile Update	<input type="text"/>

If everything is complete, you may sign out of the Refund Program. You will then be redirected to your main landing page.

Refunds are processed on every Tuesday and Thursday for Undergraduate Students. **You will still have to contact the Office of Student Accounts to request your refund – the refund is not automatically generated.** Graduate Students will be processed approximate 5-7 business days after the funds have been disbursed to the University. You will receive an email to your student email account when the funds have been disbursed.