



# Refund Request Tutorial



University of  
New Hampshire

# Direct Deposit Refund

1. Log into Webcat
2. Under the Billing tab, select Request refund



# Direct Deposit Refund

## 3. Select “Request Direct Deposit Refund to Student” in the center of the screen

- Detailed listing of services included in [Mandatory Fees](#)
- **New to UNH?** Check out the [Financial Checklist for New Students](#).
- **Tuition Protection Plan:** Optional tuition insurance in the event of medical withdrawal
- To request a waiver of an applied late fee - [Late Fee Petition Form](#)
  - **Mailing your payment?** Select **Bill Statement** above, then **Print this bill (PDF)**.
  - **Searching for your 9-digit student ID number?** Select **Bill Statement** above. The ID is displayed near the top of the bill.

[Make Payment to UNH](#)

[Request Direct Deposit Refund to Student](#)



### Summary:

Account Balance		Pending Items		Net Balance Due
0.00	+	0.00	=	0.00

### Deposits

Total Deposits received (not yet on your account):

0.00



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4. Select “Access the Refund Request pages”



5. Set up/answer your security question

A screenshot of a security question form. The question is "Question: What is your maiden name?". Below the question is an "Answer:" label followed by a text input field. At the bottom of the form are two buttons: "Submit Answer" and "Reset".

# Direct Deposit Refund

## 6. Enter/update your banking information.

YOUR NAME  
678 Main Street  
Anywhere, MI 12345

DATE \_\_\_\_\_ 123

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

⑆999888 777 ⑆00123456789 ⑆123

Routing Number      Account Number      Check Number

The diagram shows a check form with three numbers highlighted at the bottom: a red routing number (999888 777), a green account number (00123456789), and a blue check number (123). Lines connect these numbers to their respective labels below the check.

Be sure to double check the routing and account numbers. **Incorrect account numbers can delay your refund.** Note: Bank account numbers are NOT the number on your credit/debit card.



# Direct Deposit Refund

7. Enter the amount you would like refunded

<b>Current Available Refund:</b>	75.00
<b>Amount to Refund:</b>	<input type="text"/>
 Enter amount, up to available refund.	

8. Press “Continue”



# Direct Deposit Schedule

- Refunds requested before Tuesday @ 7pm will be in your bank account by Friday
- Refunds requested before Friday @ 7pm will be in your bank account by the following Wednesday



# Some Common Errors

- Credit on account must not be “pending”
- Recent check or e-check payments must clear the bank before refunding (10-14 days)
- Credit Card payments must be refunded back to the card they came from





# Some Common Errors

- VA payments must be screened by our office
- Study Abroad students cannot request their own refunds
- Please call our office at 862-2230 or email [student.accounts@unh.edu](mailto:student.accounts@unh.edu) if you need assistance

