ATHENA Student Account Refund Profile Setup

What is a Refund Profile?

UGA allows for online viewing and refunding of a student’s account for payments and Financial Aid through Touchnet’s Student Bill + Payment application. This also allows for refunding directly to the bank account of the student’s choice. Only one (1) account can be set up as the Refund account.

How do I set up a Refund Profile?

Refunds that you receive can be direct deposited into the bank account of your choice. Use the following steps to guide you in setting up a refund profile. The account can also be used for payment of fees.

1. Login to athena.uga.edu to access your Student Account.
2. On the homepage of your student account, select **Electronic Refunds** under My Profile Setup or **Refunds** on the main bar.
3. On the Refunds page, click the **Set up Account** green button to add a bank account for direct deposit. The Refunds page will display the account that has been set up for Direct Deposit in the section labeled Direct Deposit Bank Account. As shown below, no account has been set up.

4. After selecting Set up Account, the Set Up Refund Account box will appear. Select your account type, enter your bank routing number, checking account number and name on the account. In the Save payment method as field, enter a name specific to the account being used. Examples: My Checking or Mom’s Checking
   a. This saved method can also be selected the next time you wish to make a payment.
5. Review the agreement and select the box next to **I Agree** to authorize the depositing of funds into the account. Click continue to finalize the process.

![Set Up Refund Account](image)

6. A message will appear showing that the ACH refund account has been saved. You will also be able to see that the account is now listed in the Direct Deposit Bank Account box.

![eRefunds](image)
Review Direct Deposit Account and Other Saved Payment Method Accounts

Once you have set up a direct deposit account, you can choose to review the direct deposit account along with your other saved payment method accounts.

1. Click **Payment Profile** from My Profile Setup on the home screen.

2. Under **My Profile**, the payment methods that have been saved to your account will be shown under **Saved Payment Methods**.
3. Click the **Edit** line in the Action column to see the detail of the account information and make changes. OR Click **Delete** in the Action column to remove the bank account from the Saved Payment Met