How to Enroll in eRefund
Student Billing

Student Financial Services
400 Saint Bernardine St.
Reading, PA 19607
610-796-8201 / 610-796-8336 FAX
studentbilling@alvernia.edu

If your financial aid exceeds your total charges, a refund will automatically be processed within 7 to 10 business days of the disbursement of financial aid. E-refunds are usually deposited in your bank account within three (3) business days while a paper refund check can take up to ten (10) days to receive.
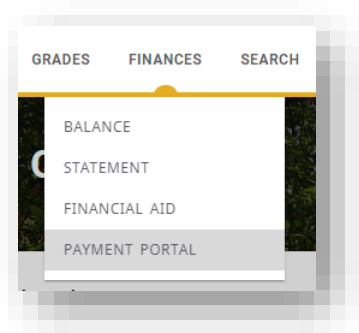
It is strongly recommended that students enroll for the direct deposit of refunds (e-refunds), which reduces processing and mailing time and allows you to access your funds faster.

Students wishing to apply their credit balance to next semester charges much provide the request in writing and may do so by emailing studentbilling@alvernia.edu .

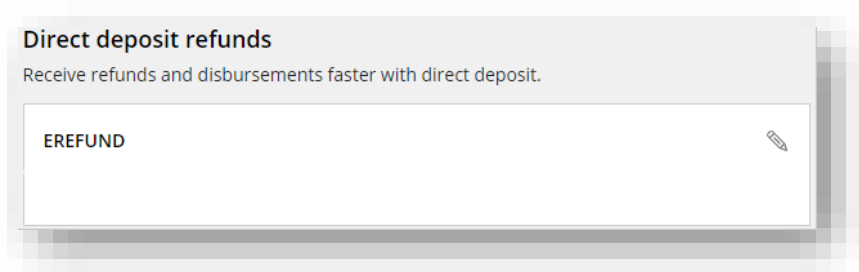**Step 1-** Go to **Alvernia Logins Page** https://www.alvernia.edu/logins.

Step 2- Click **Self-Service** and Login

Step 3- On the top of the page click on the **Finances** tab at the top**.** Then click on the **Payment Portal** tab.

Step 4- Click **My Account** tab.

Step 5- Scroll down to **Direct deposit refunds**. Click the pencil icon in the top right-hand corner of **EREFUND**.

Step 5- In **Bank account c**lick the pencil icon in the box to add bank information

Step 6- Enter account information and click **Continue** at the bottom right corner to review

Step 7 - Once enrolled, you will see the updated account information under the Direct Deposit box**.** If you need to edit the information due to an account change, you can revisit this page and use the pencil icon to edit the information. Once our offices publishes the refund, it should now be directly deposited into the student's linked account**.** Prior to the deposit, they will receive an email indicating that an anticipated refund has been generated

See Student Accounts & Billing FAQ's online for more information and contact information
https://www.alvernia.edu/admissions-aid/office-student-financial-services/student-accounts-billing