



# How to set up your student refund preference

**Detailed Instructions for students**



Step 2: Click on Student Finances

Step 3: Click on My Account

Step 4: Click on the link that says Refund account information



- Student Finances**
- Main
- Documents and Forms
- My Account
- My ESAS
- Health Insurance
- International Students
- 1098T Tax Forms
- Student Employment
- Three Year Program

### My Account

#### CASHNet My Account Info

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

#### Pay Using CASHNet

[Go to CASHNet](#)  
Service fee is 2.75% for domestic Credit Card transactions and 4.25% for international Credit Card transactions.  
Credit Cards Accepted: MASTERCARD, DISCOVER, AMERICAN EXPRESS, VISA or DINER'S CLUB.  
No Service Fee for E-Check Payment.

**Refund Set-up**

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[Refund Bank Information](#)

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[Refund account information](#)

**Refund Set-up**

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[Refund Bank Information](#)

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[Refund account information](#)

Step 5: To input your bank information, select Next Page.  
The bank information is required to enable the University to send any potential refund back to your bank account once requested.



- Student Finances**
- Main
- Documents and Forms
- My Account
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- Three Year Program
- Quick Links**
- My Pages
- Reset Password
- Search myLynn
- Athletics
- Attendance
- Calendar of Events
- Canvas
- Campus Directory

## My Account

### Refund Set-up

#### Refund account information

##### Instructions

All refunds will be processed through the bank account information provided by the student and made payable to students.

Refunds normally require 1 to 2 weeks for approval and processing once credit is available on the account.

(1) Complete the PDF page with your request and forward to:  
Student Financial Services  
3501 N. Military Trail, Boca Raton, FL 33431  
OR Fax: (561) 237-7169.

(2) Complete your bank account information on this form.

Please click on the "NEXT PAGE" link.

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Step 6: Enter your bank routing, account number and account type

Step 7: Select Next Page

### My Account

#### Refund Set-up

##### Refund account information

###### Section 1: Personal Information

Page 1 of 1

###### Student information

Your Lynn ID number, your name and today's date should already be indicated below.

1.ID Number

2.Student Name

6/7/2019

3.Today's Date

###### Refund Information

In this section, please enter your bank account information. This must be a bank account that has your name on it that matches the student name above. (If your name does not match the bank account name, the bank will reject your refund. [Click here](#) to view account and routing numbers sample. Click on the "Next Page" link to review and submit.

4.Bank Routing Number	<input type="text"/>	*Required
5.Bank account number	<input type="text"/>	*Required
6.Account Type:	<input type="text" value="Checking"/>	*Required

###### Refund Information

In this section, please enter your bank account information. This must be a bank account that has your name on it that matches the student name above. (If your name does not match the bank account name, the bank will reject your refund. [Click here](#) to view account and routing numbers sample. Click on the "Next Page" link to review and submit.

4.Bank Routing Number	<input type="text"/>	*Required
5.Bank account number	<input type="text"/>	*Required
6.Account Type:	<input type="text" value="Checking"/>	*Required

Step 8: Review the information that you have entered  
Step 9: Select Submit Form

My Account ⚙️ 🖨️

**Refund Set-up** ?

**Refund account information**

**Review and Submit**  
Please take a moment to review your responses. You can make changes by going back into the form via the provided links of the table of contents. If everything is satisfactory, submit the form using the submit button at the bottom of the screen.

**Personal Information**

**Student information**  
Your Lynn ID number, your name and today's date should already be indicated below:

1.ID Number

2.Student Name

3.Today's Date 6/7/2019

**Refund Information**  
In this section, please enter your bank account information. This must be a bank account that has your name on it that matches the student name above. (If your name does not match the bank account name, the bank will reject your refund.  
[Click here](#) to view account and routing numbers sample.  
Click on the "Next Page" link to review and submit.

4.Bank Routing Number 1234567891

5.Bank account number 987654321987654321

6.Account Type: Checking

**Submit Your Form**  
If everything above is as you would like it, please submit your form using this button.

**Submit Your Form**

If everything above is as you would like it, please submit your form using this button.

Step 10: The process is complete

The screenshot shows the myLYNN website interface. At the top left is the myLYNN logo. A horizontal navigation bar contains links for Home, Academics, Student Finances, Life at Lynn, Forms, Employees, New Students, Parents and Families, Help, and My Pages. Below this is a breadcrumb trail: Home / Student Finances / My Account / Refund Set-up. On the left side, there is a vertical menu under the heading 'Student Finances' with items: Main, Documents and Forms, My Account (highlighted with a dropdown arrow), My ESAS, Health Insurance, International Students, 1098T Tax Forms, Student Employment, and Three Year Program. The main content area is titled 'My Account' and features a sub-heading 'Refund Set-up'. A blue message box with a speech bubble icon and the text 'Your form has been successfully submitted.' is highlighted with a red rounded rectangle. Below this, there is a section titled 'Refund Bank Information' with a sub-link for 'Refund account information'.