

Greetings from CSP's Business Office,

Refund Checks are issued to students whose accounts have a credit balance. We highly recommend that you sign up for **direct deposit**. Doing so will ensure quicker, safer delivery. If you've already signed up for direct deposit, please review your bank information. For **paper checks**, please review your mailing address. Please note, there is a **\$35 stop payment** fee for refund checks that have to be reissued for being lost in the mail, stolen, misplaced, etc.

To Sign Up for or To Update Direct Deposit

1. Log in to **Blackboard** (<https://csp.blackboard.com/>).
2. Select **University Links**.
3. Select **Student Page**.
4. Select **Student Financial Services**.
5. Select **Direct Deposit Information**.
6. Enter your **Username and Password** again.
7. Accurately enter your banking information.

To Review or To Update your Address

1. Login to your Blackboard account in CSP Connect.
2. Select **University Links**.
3. Select **Student Page** (you might have to log in again).
4. Select **Personal Data**.
5. Select **Address Change, Student Only**.
6. Fill in the Information and click **Submit**.