IMPORTANT INFORMATION FOR ALL STUDENTS

Siena Heights University has partnered with HigherOne, a financial services company, to bring a method of refund disbursement to campus.

HigherOne Easy Refund Card

Financial aid and tuition refunds (*where applicable*) will be disbursed to Siena Heights University students via a HigherOne Easy Refund Card. With the Easy Refund service, refunds will be delivered in the manner the students choose - debit card, electronic transfer, or paper check.

We are very excited to provide students a choice on how they wish to receive their refunds. Even if you do not receive Financial Aid, you may be eligible to receive a refund from Siena Heights University. For example, if you drop a class during the drop/add period, you are eligible for a refund.

ALL STUDENTS MUST DO THE FOLLOWING:

1. Make sure Siena Heights University has your CORRECT mailing address!
If you are not certain if we have your correct address, check Siena's Online Registration System. If you are unable to view your account or are not sure how to access the system, please contact the Registrar's Office at 517-264-7120 to obtain more information.

NOTE: If we do not have your current address, you will NOT receive the Easy Refund Card. The Easy Refund Card will be mailed to the student's legal address on file with the university. Therefore, if your address is incorrect you will not receive your refund when you expect it. We encourage ALL students to verify that we have accurate mailing addresses.

2. After you are registered for your first course at SHU, you will receive a HigherOne Easy Refund card in the mail. The card will arrive in an envelope with the text *"Important Refund Disbursement Information"* printed on the front of the envelope. **PLEASE HOLD ONTO THIS CARD!** When you receive your card, you will need to activate your card online.

If you do not activate your card, you will NOT receive a refund. During card activation, you will choose how to receive your refund money. If you want FASTER access to your funds, simply choose to have your refund deposited directly into your HigherOne One Account. You are not required to open a HigherOne debit account, however you must make a choice for your preferred payment method (debit card, electronic transfer, or check).

3. For more information about the Easy Refund Card, visit www.easyrefundcard.com/easyhelp or contact the Business Office at (517) 264-7110.