



NJ's #1 Associate Degree College

Electronic Refund Reimbursement

Notice to all Students

Electronic refunds, commonly known at Brookdale Community College as **e-Checks**, are available to all students for refund reimbursements (in the event of dropped classes, schedule changes, financial aid, etc.) This process expedites reimbursement payment and increases payment flexibility.

Sign up is easy! Just login to the Portal and access your WebAdvisor account by clicking on the icon located in the QuickLaunch Navigation / College Information Folder. In WebAdvisor, in the financial information section, click on E-Check Refund/Reimbursement Bank Information (Not Applicable to Payroll). The following page contains a screen print of what you will see and the information requested to set up your account. Enter your banking information as requested and you will be ready for pre-note.

A pre-note will be created to verify the information and ensure that funds are deposited per your direction. Once your bank confirms the information, you will be ready to receive electronically transferred funds - an e-Check will be generated for reimbursement. You will receive an automated email notification confirming the date and dollar amount transmitted to your account, which is viewable online if you have online banking access, and will be posted to your bank statement.

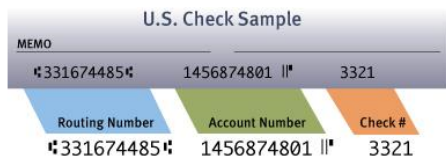
Your student record will be revised to reflect the banking information you have provided. This information is stored in an encrypted format on the College's network. The encryption is compliant with all current banking regulations and your information is secure.

Should you have any questions regarding the account set up process, please contact the Accounts Payable Department by emailing accountspayable@brookdalecc.edu.

Inquiries regarding reimbursement eligibility or the status of a refund may be directed to the Accounts Receivable office at 732-224-2707.

E-Check Refund/Reimbursement Bank Information (Not Applicable to Payroll)

In order to receive payments directly to your bank account, you'll need to provide us with your **routing number** and **bank account number**. You will find these numbers on the checks issued for your account. The routing number and bank account number are located at the bottom edge of your check. Routing numbers are always 9 digits long. Bank account numbers may be up to 17 digits long. Below is a sample check:



The routing number is 9 digits surrounded by ⑆

The bank account number is usually left of ⑈

* = Required

Below is your current bank account information we have on file. You can add or change your bank information here. Please fill in all fields. To delete or inactivate this information, please send an email to the Accounts Payable department at accountspayable@brookdalecc.edu.

Your Address Routing Number Bank Account Number

56 Nottingham Way Middletown NJ 07748

Routing Number *

Re-Enter Routing Number *

Bank Account Number *

Re-Enter Bank Account Number *

Account Type *

Effective Date *

Receive Payment Advice Via E-Mail

Confirmation E-Mail Address hloori@brookdalecc.edu

Terms and Conditions

I authorize Brookdale Community College to directly deposit funds into my checking or savings account (as indicated above). I will make every effort to ensure the accuracy of the account information I provide. I understand that any errors or omissions in my banking information (including but not limited to incorrect or incomplete account and bank information, or account closure) may result in a delay in receiving my reimbursement. In the event my reimbursement is rejected, I may not receive notice of this. I understand that in the event my deposit is rejected for any reason, Brookdale Community College is not liable for any charges incurred such as penalties, interest and fees as provided by law.

I Agree *