



BC3 EZ-REFUND

TUITION AND FINANCIAL AID REFUNDS FOR BC3 STUDENTS

An EZ way to receive tuition and/or financial aid refunds

No more waiting for paper checks through the mail. No more time delays from lost checks.
Added protection against theft.*

Butler County Community College is proud to offer the **BC3 EZ-REFUND** program for this school year. **BC3 EZ-REFUND** is designed to make the College's quality education even more accessible and affordable to our students.

Have your refund direct deposited to your checking or savings account!*

Here is how to enroll in **BC3 EZ-REFUND**

- **Plan requires bank account information and an email address at time of enrollment!**
 - Must have your checking or savings account number and bank routing information at time of set-up. Please verify that your bank account accepts direct deposits. Your information is securely and confidentially maintained.
 - Log into the student portal <https://bc3.edu/mybc3>.
 - Under the **Self-Service Menu**, click on the **Account Info/Pay Bill** tab.
 - Click on **Pay Bill and BC3 EZ-PAY/EZ-REFUND**.
 - Click on **Continue to BC3 EZ-Pay/EZ-Refund**.
 - Click on **Refunds**, then on **Set up Account**. If you already have a payment account(s) set up, either click on an existing account OR **Set up a new account** then click **Continue**. Please note: You must set up a new account before deleting an existing account. When saving the payment method, it must be named differently (ex: *My Checking* and *My New Checking*)
 - Follow the directions and enter required information.
 - Read and check the **I Agree** box and click **Continue**.
 - Confirmation page will display.

DO NOT enter a debit card number.

If the Confirmation page does not display, your refund account has not been saved. Make sure you checked the **I Agree** box and click **Continue**.

Once the bank has confirmed the bank routing /checking or savings account number, your **Refund Account** will be ready for use.

If the bank is unable to validate your bank account, you will receive an email or text message. On your home page under **My Profile Setup**, click on **Notifications** for email and text message options.

As your refund is processed, you will receive notifications by email that the money is being disbursed. Check your bank account to verify deposit.

PLEASE NOTE: *Payments made by debit/credit card will be refunded to debit/credit card used for payment.