

How to set up direct deposit of tuition and fee refunds

- This process is separate from direct deposit for payroll. If you work for CU Boulder and you are also enrolled, you'll need to do both.
- Refunds can result from dropping classes, financial aid, etc.
- Refunds (except for parent loans) are returned to students.
- To set up direct deposit, you will need a U.S. checking or savings account in your name, your bank routing number and your account number. Credit, debit or Buff OneCard numbers are not routing numbers. Your bank routing number is a nine-digit code that identifies your bank. It can usually be found on your bank's website or you can call them directly.



Step 1: Log in to [Buff Portal](https://buffportal.colorado.edu) (buffportal.colorado.edu).

University of Colorado **Boulder** example

Federated Identity Service

Log in to **Buff Portal**

IdentiKey Username (example: chbu1234)

IdentiKey Password

Log In Advanced Settings...

[Need help logging in?](#)
Quit or close all browser windows to exit completely.
DO NOT bookmark this page! Bookmark the service homepage after logging in.

Step 2: Search for “direct deposit” in the Buff Portal search bar. Click **Direct Deposit for Tuition & Fee Refunds**.

University of Colorado Boulder example Buff Portal

Search Buff Portal
direct deposit

Cards

- Direct Deposit for Paychecks
- Direct Deposit for Tuition & Fee Refunds**
- CU Boulder Student Government
- Returning Student Confirmation Deposit Payment
- Employee Portal
- Tuition & Fees
- Degree Audit
- Finding a Job
- Medical Care
- Office of Victim Assistance
- Update CU Login Information
- IEC Milestones
- Transferology

Holds & To-Do's

- 0 Holds
- 0 To-Do's

Class Schedule

Fall 2025

Waitlisted

< > Today Day 5-Day List

November 11 – 15

	Mon 11/11	Tue 11/12	Wed 11/13	Thu 11/14	Fri 11/15
Other					
8 AM					
9 AM					
10 AM					
11 AM					
12 PM					
1 PM					
2 PM					

Buff Portal Survey 2024

Take the Survey

Let us know what you think about Buff Portal and enter to win one of five \$30 Amazon gift cards. Complete the survey by 11:59PM on Friday, November 22nd to enter the random drawing to win!

Your Classes

Fall 2025

No information available.

More Items

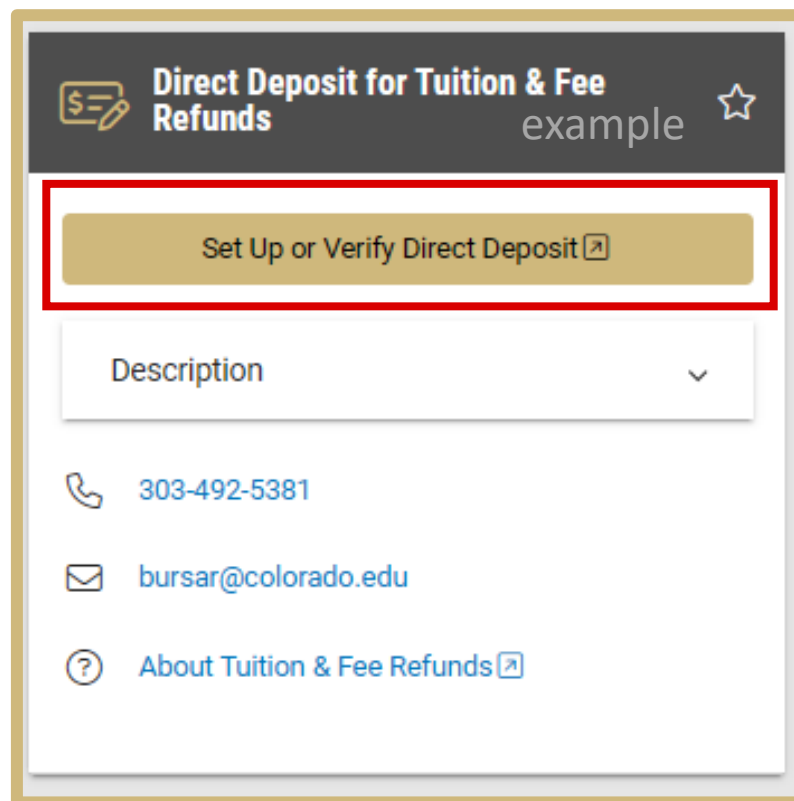
Enrollment Dates

You currently have no assigned enrollment dates for Spring 2026 classes.

Fall 2025 Enrollment Date: April 2, 2025 3:15PM - June 13, 2025 11:59PM

View Registration & Advising Card Group

Step 3: Click **Set Up or Verify Direct Deposit**.



The screenshot shows a web interface for 'Direct Deposit for Tuition & Fee Refunds'. At the top, there is a dark header bar with a dollar sign and minus sign icon, the title 'Direct Deposit for Tuition & Fee Refunds', the word 'example', and a star icon. Below the header, a prominent gold button with the text 'Set Up or Verify Direct Deposit' and an external link icon is highlighted by a red rectangular border. Underneath the button is a white dropdown menu currently showing 'Description' with a downward arrow. Further down, contact information is listed: a phone icon followed by '303-492-5381', an email icon followed by 'bursar@colorado.edu', and a question mark icon followed by 'About Tuition & Fee Refunds' with an external link icon.



Step 4: Read the authorization and disclosure, and then click **Next**.

 University of Colorado **Boulder**example

Account Services > Direct Deposit

Menu

1
STEP 1

2
STEP 2

3
STEP 3

4
STEP 4

I hereby authorize the University of Colorado to :

1. Deposit credit balances from my tuition and fee account via electronic transfer of funds to my account at the financial institution that I designate.
2. Credit my checking or savings account with these funds.
3. Initiate, if necessary, debit entries and adjustment for any credit entries in error to my account.

I understand that:

1. Once I have signed up for direct deposit, any future credit balance will automatically be deposited in my financial institution account. For degree-seeking students at the Boulder campus, this includes the required enrollment deposit (less any outstanding charges) which will be deposited approximately 4-6 weeks after graduation or separation.
2. This direct deposit authorization does NOT authorize the university to withdraw money from my account for tuition and fee charges.
3. The deposit will show on my financial institution account approximately two to three business days after the credit appears on my university tuition and fee account.
4. I should contact my financial institution to verify receipt of funds.
5. I acknowledge that the origination of direct deposit transaction to my account must comply with the provisions of U.S. law. I also understand that I cannot cancel this authorization through any third parties, including my financial institution, but must cancel this authorization by deleting my account using the following pages, or contacting my campus Bursar's Office in writing or email.
6. Refunds reflect current activity on each campus's bursar account. I realize I may be assessed future charges if I change my schedule, enroll in a waitlisted class, or receive a financial aid adjustment. If I am enrolled at more than one campus, I understand I may have a separate bill that may still need to be paid.

Student choice in direct deposit banking:

1. If you have an existing bank account in your name, set up direct deposit for refunds using that account.
2. If you do not have a bank account, you can choose to open an account with any U.S. banking institution. You can change your selection at any time.
3. Disclosure: Some CU campuses have agreements with U.S. banking institutions. You have the option to open an account with one of these banking institutions, but you are not required to do so. See information and agreements below.
 - [CU Boulder](#)
 - [CU Colorado Springs](#)

CANCELNEXT

Step 5: If you are setting up direct deposit for the first time, enter your banking information and click **Next**. If you need to verify your information, review the screen. You will only be able to see the last four digits of the bank account number. If you need to change the information, you can click **Delete** and then **Yes – Delete**, close the window and go back into Set Up or Verify Direct Deposit from Buff Portal and enter the correct information.

University of Colorado Boulder example

Direct Deposit Student Refunds > 2. Banking Information

Menu

You are here: 1 2 3 4

Bank Account Details

Checking ▾

Account Type

Routing Number

Bank Account Number

Confirm Account Number

Do not use your debit card number. Contact your bank if you do not know your associated account number. Do not include special characters.

CANCEL

PREVIOUS

NEXT

Step 6: Confirm the information and click **Submit**. If your banking information changes, you'll need to update this information.

 University of Colorado **Boulder**example

Direct Deposit Student Refunds > 3. Confirm and Submit Information

Menu

You are here: 1 2 3 4

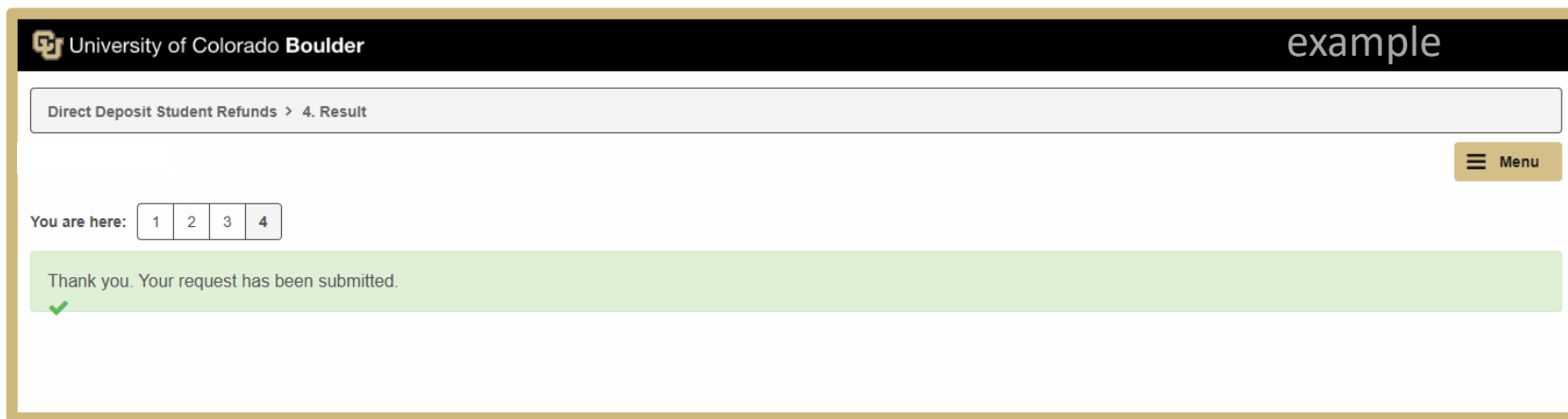
Bank Account Type
Checking
Bank Name
ELEVATIONS CREDIT UNION
Routing Number
111111111
Bank Account Number
***** 800

CANCEL

PREVIOUS

SUBMIT

Step 7: Next you will see a confirmation page. When you see a credit on your tuition account and you have set up direct deposit, refunds will be deposited into your bank account in 2-3 business days, depending on your bank.



The screenshot shows a web interface for the University of Colorado Boulder. The header is black with the university logo and name on the left, and the word "example" on the right. Below the header is a light gray breadcrumb trail: "Direct Deposit Student Refunds > 4. Result". On the right side of the page, there is a "Menu" button with a hamburger icon. Below the breadcrumb, there is a "You are here:" section with four numbered tabs: 1, 2, 3, and 4. The fourth tab is active. Below the tabs is a green confirmation message: "Thank you. Your request has been submitted." with a green checkmark icon to its left.