Setup Payment Elections & ACH Refund Selections

UR Student allows you to conveniently pay your bills Online. Start by setting up your Payment Elections & Refund Elections. These can be modified at any time.

Note: This is applicable for payments from US BANKS ONLY! For foreign bank payments, see FlyWire Payments on the Bursar website.

Setup Payment Elections

You can do this right from your Home page. Please note that payments are accepted from US Checking and Savings accounts. Credit card payments are not accepted.

1. Click the Finances Application on your home page

2. Under Payments, click Set Up Payment Elections

3. Click Add to add an account

4. Review Preferred Payment information and change Student Refund Election Rule if necessary

   Note: For Online Student Payment, the only option is Direct Debit. For Student Refund Election Rule, the options are Direct Deposit or Check.

5. Review Account Setup information

6. Enter the account Nickname for easy identification later (optional)

7. Enter the 9 digit Routing Transit Number

8. Enter the Bank Name

   *The Bank Identification Code field is optional

9. Select the Account Type

10. Enter the Account Number

11. Click OK

Account Setup

- Account Information
  - Account Nickname (optional)
  - Routing Transit Number
  - Bank Name
  - Bank Identification Code
  - Account Type
  - Account Number

Sample Check

- Date: 12/3/2023
- Pay to: University of Rochester
- Amount: $31,438.32
- Pay from: Bank Account

- Signature: [Signature]

- Total Account Balance: $3,025.00
- Due Now

- Make a Payment
- View Statement
- View Account Activity
- View History

- Click OK
Authorize Payment

When you add a bank to your payment elections, you must complete the Payment Authorization Form. This form is automatically sent to your Inbox. When you have completed these steps, you will be able to make an Online Payment through UR Student.

Warning: If you try to submit a payment before completing the Authorization Form, the payment will fail.

1. From any screen, click the Inbox icon to view your messages
2. Select the Payment Election Message to open the form
3. To see the form in PDF, click the hyperlink
4. Review the information and click the I Agree checkbox
5. Click Submit
6. Click Done

View/Edit ACH Refund Selection

Once you set up your Payment Elections in UR Student as Direct Debit, your Refund Selection is automatically Direct Deposit. Automated Clearing House (ACH) Refund Selection means your refund will go directly to the bank you authorized for Online payments. You can edit this at any time.

1. From the home page, click the Finances Application
2. Under Payments, click Set Up Payment Elections
3. View your Accounts and Payment Elections
   *Notice Student Refund Election Rule matches Student Payment
4. To change the Refund Rule, click Edit
5. Click the More icon in the Payment Type field
6. Select desired Payment Type
7. Click OK